

**SELECTMEN’S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall*

*732 Main Street, Harwich, MA*

*Regular Meeting 6:30 P.M.*

*Monday, June 25, 2018*

*\*As required by Open Meeting Law, you are hereby informed that the Town will be video and audio taping as well as live broadcasting this public meeting. In addition, anyone in the audience who plans to video or audio tape this meeting must notify the Chairman prior to the start of the meeting.*

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. WEEKLY BRIEFING**

**IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

**V. CONSENT AGENDA**

A. Approve Minutes –

1. May 21, 2018 Regular Session

2. May 29, 2018 Regular Session

B. Approve appointment of Christopher Arrigo as Regular Police Officer as recommended

C. Accept resignation of Patricia Scarnici as alternate member of Historical District/Historical Commission effective June 30, 2018

D. Accept resignation of Daniel Tworek from the CPC and Board of Appeals

E. Approve vacation carry-over for Town Administrator

F. Approve Road Race Application by American Lung Association for September 29, 2018

G. Approve Road Race Application by National Multiple Sclerosis Society for September 7, 2018

**VI. PUBLIC HEARINGS/PRESENTATIONS (Not earlier than 6:30 P.M.)**

**VII. NEW BUSINESS**

A. Report on Pet Burial Ground expenditures

B. Retiree Health Insurance Policy – second reading

C. Revised Community Center Director job description

D. Reclassification of Water/Wastewater Superintendent position

E. Approve purchase of Town-wide Radio Equipment Phase 2 and authorize Chair to sign

F. Vote to sign contract with Specialty Vehicles for Ambulance as approved by Town Meeting

G. Approve renewal applications for 2018 Hawkers and Peddlers & Weekday Entertainment Licenses by Salt Block Food Truck to be located at 575 Route 28, Harwich Port

H. Approve application for One-Day Wine & Malt Licenses by Harwich Cranberry Festival for summer concert series at Harwich Cultural Center on July 12, 19, 26 and August 2, 9, 16, 23

I. Accept donation from Harwich Cranberry Festival and Home Watch Companies for sprucing up the courtyard at the Harwich Cultural Center and occasional mowings

J. Request by Lynn Schweinshaut for temporary speedbumps on Seabreeze Avenue and Wyndemere Bluffs Road

K. Annual Committee/Board Reappointments for approval

L. Annual Miscellaneous Appointments for approval

M. Committee liaison assignments

N. Move Farmers Market to Cultural Center – discussion

O. Acceptance of deed for 31 & 33 Lakeview Drive

P. Public Beach 22 Agreement/status

Q. Sewer Education/Public Outreach/Communications Coordinator for sewer project – L. Ballantine

R. Cold Brook update

**VIII. OLD BUSINESS**

**IX. TOWN ADMINISTRATOR’S REPORT**

A. Piping Plovers at Red River Beach

B. Update on checklist for streamlining contracts

C. Planning Board Hearing regarding expansion of Schoolhouse parking lot – June 26, 2018

D. Middle School field plan and School Committee vote

E. Brooks Academy Museum improvements agreement – Bertaux + Iwerks architects

F. Departmental Reports – recommend monthly reports in lieu of weekly reports

**X. SELECTMEN’S REPORT**

**XI. ADJOURNMENT**

*\*Per the Attorney General’s Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following “New Business.” If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the Selectmen’s Office at 508-430-7513.*

**Authorized Posting Officer:**

**Posted by:** \_\_\_\_\_

Town Clerk

Ann Steidel, Admin. Secretary

**Date:** \_\_\_\_\_

June 21, 2018

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, MAY 21, 2018  
6:30 P.M.**

**SELECTMEN PRESENT:** Ballantine, Howell, Kavanagh, MacAskill, McManus

**OTHERS PRESENT:** Town Administrator Christopher Clark, Diane DiGennaro, Barbara-Anne Foley, John Foley, Carole Ridley, and others.

**SWEARING IN OF ELECTED OFFICIALS**

Ms. Doucette, Town Clerk, swore in Joan McCarty as Library Trustee and Ed McManus as Selectman.

**WEEKLY BRIEFING**

No one appeared before the Board.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Chairman MacAskill reported that Monomoy High School Principal Bill Burkhead has been named Principal of the Year by the State and commented that Mr. Burkhead is well respected by students and staff and we should be proud as a community to have him there.

**CONSENT AGENDA**

- A. Approve application for 2018 renewal of Lodging House License for The Grey Gull – five units in rear of building only
- B. Vote to sign proclamation for re-dedication of the square at Chase Street and Route 28
- C. Approve Chapter 90 requests for chip sealing various roads

Mr. Ballantine moved approval of the Consent Agenda. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

**PUBLIC HEARINGS/PRESENTATIONS** *(Not earlier than 6:30 P.M.)*

- A. Town of Harwich certification as a National Wildlife Federation (NFW) Community Wildlife Habitat

Ms. Diane DiGennaro, Co-Chair of the Conservation and Birds Committee of the Garden Club of Harwich, reviewed her letter to the Board of Selectmen of May 2, 2018 as follows:

The Garden Club of Harwich (GCOH) has initiated a project to certify the Town of Harwich as a National Wildlife Federation (NFW) Community Wildlife Habitat. In order to achieve certification through this NFW program, a town must create, maintain and restore wildlife habitats and engage in education and outreach activities. The town and many of its residents have demonstrated their commitment to protecting our environment through the purchase and stewardship of both public and private land.

To get started, a certain number of homes, schools and common areas must become wildlife habitats by providing food, a freshwater source, cover and places to raise young. The program also requires sustained gardening practices such as conserving water, removing invasive plants, using native plants which will grow in this ecoregion, and eliminating pesticides.

To qualify for NWF status for Harwich we plan to contact other town departments and private groups in hopes that they will join us in this exciting challenge. It is not costly and requires minimal effort initially. Subsequent involvement involves maintaining the principles set forth by the NWF guidelines and using its guidelines for future legislation, education, landscaping, planning, etc. Harwich already meets many of the requirements needed for certification, so it is well on its way to becoming the first town on the Cape to have this distinction. Qualified town and common areas must be registered in order to amass the number of points needed to have official NWF Community Wildlife Habitat status. The garden club committee will provide assistance throughout the process.

For further information about the program, please contact one of the co-chairs of the GCOH Conservation and Birds Committee and a representative from this committee would be happy to meet with you to answer your questions and discuss how you can participate in this timely venture. We look forward to hearing from you soon.

Ms. DiGennaro and Ms. Usowski took questions from the Board. Mr. Howell moved to give them our blessing. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

## **NEW BUSINESS**

- A. Approve new application by The Commodore Inn for Weekday Entertainment from 5:00 p.m. to 8:00 p.m. Thursday, Friday and Saturday

Ms. Foley of The Commodore Inn explained that this application is just for guitar music by the pool. Mr. McManus moved to approve the application. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- B. Cell Tower Revenue/Affordable Housing Fund Balance – vote to fund new Affordable Housing Trust

Mr. Clark recommended moving the \$34,396, the balance of the cell tower fund, into the Affordable Housing Trust and secondly that future cell tower money should go into the Trust. He recommended that we put money in either quarterly or at the beginning or end of the year. Mr. Howell moved to send \$34,396 from the Cell Tower Fund designated to the new Affordable Housing Trust Fund once established. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

- C. Recommendation for Site Plan Review filing fee for Cape Cod Tech

Mr. Clark stated that under the Dover Amendment, when a school goes before the Planning Board there is a more simple review that is completed. He said when Monomoy applied, it was recognized that there would be lesser review efforts at the Planning Board so the fee was capped at \$4,000. He recommended that the same be applied for the Cape Cod Tech. Ms. Kavanagh moved that we approve the capped site plan review of Cape Cod Tech at a fee of \$4,000. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

#### D. Selectmen's Summer Meeting Schedule

After discussion the Board agreed with the proposed Summer Meeting Schedule with the Non-Resident Taxpayer Meeting being August 6, 2018. Chairman MacAskill announced that the Board would not meet on June 18, July 2, 16, 30, August 13 and 27. Mr. Howell moved we approve the schedule as printed in the agenda. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

#### E. Amend the Personnel By-Law Plan for FY19 in keeping with union increases

Mr. Clark recommended approving 2% COLA's for the Personnel By-Law Plan and confirming or acknowledging the Library Trustees' regrading of the Library Director to Grade M-7. Ms. Kavanagh moved that we approve to amend the Personnel By-Law Plan for FY19 in keeping with the union increases. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Chairman MacAskill invoked the Attorney General's 48 hour rule to approve the Common Victualler license for Capeside Kitchen so they can be open for Memorial Day weekend noting that they had already received approvals from the regulatory boards. Mr. Clark added that it was just an oversight on the part of Capeside Kitchen as they did not submit the form. Mr. Howell moved that we approve a temporary Victualler's license for Capeside Kitchen Inc. to extend through May 29<sup>th</sup>. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

### **OLD BUSINESS**

#### A. Pleasant Bay IMA

Ms. Ridley of Pleasant Bay Alliance brought forward documents for signature based on the passage of Town Meeting articles including a Memorandum of Agreement that continues the Alliance, and three documents related to the Pleasant Bay Watershed Permit including an Inter-Municipal Agreement to seek the Watershed Permit from MassDEP, a letter to the Cape Cod Commission which would allow them to submit the Pleasant Bay Targeted Watershed Management Plan for a determination of 208 consistency, and an application letter to MassDEP. Ms. Ridley took questions from the Board and the Board signed the documents.

#### B. Town Administrator Performance Evaluation

Chairman MacAskill reported that Mr. Clark received a passing grade and he is entitled to a 2% COLA. Mr. Howell noted that he gave Mr. Clark the full 9 points for future goals as they can't say he didn't meet them because they haven't established those goals yet. Mr. Howell, Ms. Kavanagh and Mr. Ballantine agreed that the form should be tweaked and made to be more representative of the job and better match their objectives. Mr. Ballantine recommended having reviews more than once a year, possibly quarterly reviews. Ms. Kavanagh moved that we approve the overall Town Administrator evaluation and award the 2% increase. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

#### C. Ownership of fields behind Cultural Center

Mr. Clark indicated that the map in the packet is a starting point and that he walked the site with the Town Surveyor about six months ago and there was some issue as to where the line should be. He said

he could send it over to the School Committee and Superintendent to get the conversation started to see if there any issues. He noted that this specifically addresses the ballfields and doesn't address the joint septic system. He noted that the Little League would have to come to the Town for their license agreement rather than the school. The Board discussed possible siting of the labyrinth in relation to the playground. The consensus of the Board was that Mr. Clark would send a letter to the school.

## **TOWN ADMINISTRATOR'S REPORT**

### **A. CDM Smith brochure costs**

Chairman MacAskill noted that the charge from CDM Smith to update the brochure was \$2,000 and most of it was cutting and pasting from the work our committee did. He stressed the need to start looking at how we are spending the money. He commented that CDM Smith isn't a p.r. firm and we should look at getting one. Mr. Ballantine agreed and said the committee felt they weren't brought into the discussion until it was basically over and we need to be sure we are paying attention to process. Mr. Howell added that the brochure looked very familiar to the prior one and there wasn't a lot of work involved.

### **B. Chamber of Commerce proposal for additional parking in Harwich Port**

Mr. Clark said he was approached by the Chamber of Commerce about using a piece of Town owned land that is part of Schoolhouse parking lot for parking. He reported that the Town Planner has indicated that when the site plan was done for Schoolhouse parking lot there was a commitment to keep a treed area and she has come back with a suggestion to revise that treed area. He said he will explore if we can do that and will ask Mr. Hooper if he can take down some of those trees once the Planning Board gives us the green light.

### **C. Town Meeting/Election results**

Mr. Clark reported that there are 20 different follow up items from Town Meeting that he is working on with our Town Attorney and he will report back on the assignment of that work to department heads. He reported that he has authorized Mr. Lawton to look at the process that was taken for the pet burial ground and he will provide a write up. He noted that there hasn't been a tremendous amount of requests for The Big Fix and the deadline is June 1. Mr. Clark discussed reaching out to department heads and the newspaper and the Board discussed putting it on Channel 18, and reaching out to the Veterans Agent and Assessors. With regard to the agreement with the First Congregational Church, Mr. Clark reported that only the judge's decision gets filed and the plan doesn't have to be stamped.

### **D. Departmental Reports**

## **ADJOURNMENT**

Mr. Howell moved to adjourn at 7:44 p.m. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, MAY 29, 2018  
6:30 P.M.**

**SELECTMEN PRESENT:** Ballantine, Howell, Kavanagh, MacAskill, McManus

**OTHERS PRESENT:** Town Administrator Christopher Clark, Carolyn Carey, Cyndi Williams, Lt. Considine, and others.

**WEEKLY BRIEFING**

Ms. Carey reported that the resurfacing of the Community Center gym floor is in progress and she expects it to be open on June 8<sup>th</sup>. Lt. Considine reported that there was a tabletop training exercise pertaining to 3 different hurricane emergency scenarios at the Emergency Operations Center today.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Cyndi Williams reported that June 1st is the application deadline for the Big Fix. Jannell Brown discussed the need for fundraising for the school trip to Washington D.C. noting that it is not a budget item and she has formed her own non-profit organization, Monomoy Equitable Learning Foundation, and is seeking support from the community.

**CONSENT AGENDA**

- A. Approve Minutes –
  - 1. April 23, 2018 Regular Meeting
  - 2. April 30, 2018 Regular Meeting
- B. Approve request by school to waive Town's vendor's license requirement to sell popcorn at 517 Route 28 during 2018 "Music in the Port" events
- C. Approve new Common Victualler application for Capeside Kitchen Inc.
- D. Appoint James Donovan as Conservation Commission's representative to Real Estate & Open Space Committee
- E. Accept resignation of Cynthia Nunes from Treasure Chest Committee

Mr. Ballantine moved approval of the Consent Agenda. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

**NEW BUSINESS**

- A. Confirm appointment of new Assistant Town Administrator Evan Melillo as recommended

Mr. Clark described the hiring process and provided background information and he introduced candidate for Assistant Town Administrator, Evan Melillo. Mr. Melillo described his educational and professional background and thanked the Board for the opportunity to serve the Town. Mr. Howell moved that we confirm the appointment of Evan Melillo to the Assistant Town Administrator's post. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

- B. Request by Cape Cod Commercial Fisherman's Alliance to send proposed comment letter to New England Fishery Management Council regarding Amendment 8 of the Atlantic Herring Fishery Management Plan - Establishing a Herring Buffer Zone

Ms. Cousart of the Cape Cod Commercial Fisherman's Alliance asked for the Board's support in sending the proposed letter to the New England Fishery Management Council regarding Amendment 8 of the Atlantic Herring Fishery Management Plan to establish a Herring Buffer Zone. She noted that the public comment period ends June 25<sup>th</sup> and she took questions from the Board. Mr. Howell moved that we support the letter as presented. Mr. Ballantine seconded the motion. Mr. Howell and Mr. McManus commented on our long standing history of protecting the herring population including going against the state by closing down the runs. The motion carried by a unanimous vote.

- C. Request to close a section of Joe Lincoln Road for family event on June 23, 2018 from 12:30 p.m. to 6:00 p.m.

Mr. Clark reported that this request was approved by the Police and Fire Departments. Mr. Howell moved to accept the request as written in the letter of May 10. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

- D. Request for One Day Beer & Wine license from Paul Vardakis for event at Pilgrim Congregational Church on June 9, 2018 from 6:00 p.m. to 9:00 p.m.

Mr. McManus moved to approve the request for a One Day Beer and Wine License at Pilgrim Church on June 9 from 6:00-9:00 p.m. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- E. Request from Chief Guillemette to approve Lt. Considine's proposal for No Parking Zone at Cross Street & Route 28 including related signage and creation of parking spaces on Cross Street

Lt. Considine outlined his letter (attached) noting that we have had major issues with people parking in places that are creating hazardous situations. He outlined the three specific areas including Cross Street at Route 28 and the need for two "No Parking Here to Corner" signs on each side, the driveway leaving Schoolhouse Parking Lot going onto Pleasant Street which is a narrow road with vehicles parking on both sides of the driveway and the need for "No Parking" signs on both sides of the driveway, and on Cross Street which gets blocked by vehicles he requested one or two "Two Hour Parking Limit" signs in front of 2-4 Cross Street. Ms. Kavanagh joined the meeting at this point (6:53 p.m.). He added that they would like to add marked parking spaces there as well. Mr. McManus questioned if we need to amend our parking orders. Mr. Clark responded that under state statute the Board can set the parking regulations but it should be publicized with a map. He suggested doing something temporarily but added that we do have to change the Traffic Rules and Regulations. Mr. Howell moved that we give temporary authority to the Police Department to implement the four recommendations contained in Lt. Considine's letter of May 17 subject to advertising a permanent solution. Chairman MacAskill recommended bringing this back at the end of the summer. The Board agreed that they should put permanent signs up rather than paper signs in the interim.

## **TOWN ADMINISTRATOR'S REPORT**

- A. Departmental Reports

Mr. Matt Rosadini from Capeside Kitchen introduced himself and the Board wished him luck.

Mr. Howell questioned if the Cemetery Administrator was assigned to work on the HR manual and Mr. Clark responded that she was not and that it was part of the Suffolk University program she was taking.

Mr. Ballantine asked what sheds they are repairing at the harbor and Mr. Clark said he would check. Mr. Ballantine asked that the Treasurer report collections and disbursements as compared to last month or last year in her weekly report. He further asked for action plans from Town Meeting noting that he is specifically interested in the wastewater plans and how we are going to manage that.

## **SELECTMEN'S REPORT**

### **A. Board of Selectmen re-organization for 2018-2019**

Mr. McManus moved to nominate Julie Kavanagh be elected Chair of the Board for the coming year. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Mr. Howell moved to nominate Larry as the Vice Chair of the Board and Ed as the Clerk. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Mr. McManus moved that Mr. Howell and Mr. MacAskill serve as the Interview and Appointments Committee. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

## **ADJOURNMENT**

Mr. Ballantine moved to adjourn at 7:27 p.m. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary





# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541 Fax 508-432-2530



DAVID J. GUILLEMETTE  
Chief of Police

THOMAS A. GAGNON  
Deputy Chief

June 1, 2018

Christopher R. Arrigo

Dear Christopher,

Congratulations on being selected as a finalist for the position of full-time regular police officer with the Harwich Police Department. I am very pleased to provide you with this conditional offer of employment on behalf of the Board of Selectmen of the Town of Harwich.

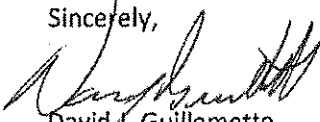
This offer is contingent upon you successfully passing a complete background investigation, physical examination, psychological examination, and the State of Massachusetts Physical Abilities Test (PAT). If you are successful in passing all of these phases, you will be offered employment as a **student police officer** and enrolled in the next available Massachusetts Criminal Justice Training Committee Basic Police Recruit Academy. Your continued employment is also contingent upon your successful completion of the basic recruit academy which is currently scheduled to begin on September 10, 2018. With that start date in mind, I am recommending the Board of Selectmen appoint you effective one week prior which is September 3, 2018. Please be aware that the start date of the academy is subject to change.


During your attendance at the academy you will be a **student police officer** in accordance with the provisions of Massachusetts General Law chapter 41 section 96B with an annual salary of \$43,782.11 (hiring step). Upon graduation, you must serve a one-year probationary period and can be dismissed at any time without cause. **Discipline or discharge is not subject to grievance or arbitration** during this entire period. Following your probationary period you will be represented by the Harwich Police Federation on all contractual matters.

I would also like to draw your attention to the attached Police Academy Tuition Agreement that requires your signature prior to you attending the basic recruit academy.

Congratulations again, and I wish you the best of luck during the remainder of the hiring process and the recruit academy. We look forward to you joining the Harwich Police Department. Your signature below indicates you have read and understand all the provisions of this document.

Sincerely,

  
David J. Guillemette  
Chief of Police

 06/05/18  
\_\_\_\_\_  
Christopher R. Arrigo Date

CC: Personnel File  
Town Administrator



44 Ocean Avenue

P.O. Box 653

Harwich Port MA 02646

June 6, 2018

Mr. Michael MacAskill  
Chairman, Board of Selectmen  
C/O Harwich Town Hall  
732 Main Street  
Harwich, MA 02645



Dear Mr. MacAskill.

This letter is to notify you of my resignation from the position of alternate member of the Harwich Historical Commission effective June 30, 2018. My ongoing health issues make it difficult to carry out my responsibilities as a team member.

My time on the commission has been very educational and enjoyable.

Thank you for your consideration.

Yours Truly,

A handwritten signature in cursive script that reads "Patricia A. Scarnici".

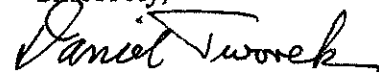
Patricia A. Scarnici

CC: Mary Maslowski  
Chairman, Harwich Historical Commission

Dear Ms. Doucette:

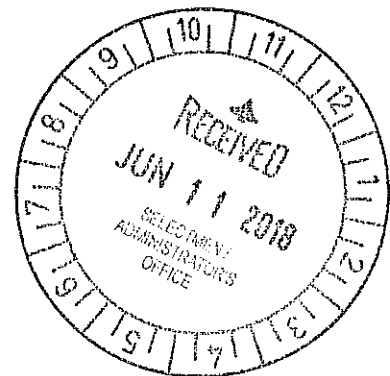
Given my recent appointment to the Finance Committee, I hereby resign from the Community Preservation Committee and the Board of Appeals. Thank you.

Sincerely,



Daniel Tworek

cc: David Nixon  
David Ryer






REQUEST FOR VACATION CARRYOVER

DATE OF REQUEST: June 25, 2018

REQUEST FROM:

  
\_\_\_\_\_  
Christopher Clark

NUMBER OF DAYS OF VACATION REQUESTED FOR CARRYOVER FROM  
FY18 TO FY19:

**Up to 35 hours**

\_\_\_\_\_  
SIGNATURE OF BOS CHAIR

\_\_\_\_\_  
DATE



FORM #7

OFFICE OF THE SELECTMEN  
732 MAIN STREET  
HARWICH, MA 02645  
Telephone: (508) 430-7513

APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

OTHER

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS American Lung Association PHONE 781 314 9004

BUSINESS ADDRESS 260 West Exchange St., Ste 102-B

MAILING ADDRESS Providence RI 02903

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED

~~33rd Annual Autumn Escape Bicycle Trek~~ ~~33rd Annual~~ 34th Annual

3 Day bicycle event to raise money to fight lung cancer and other lung diseases

DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE ~~Saturday Sept 24, 2016~~ ~~Saturday Sept 28, 2017~~ Saturday Sept. 29, 2018

TIME 10 am - 2 pm

ROUTE/LOCATION route notes included

(please use reverse side if necessary)

Signature of Applicant Phone # 781-314-9000

Route Manager

Title

060 646 594

Social Security Number of Federal Identification Number

Tax Exempt ID (for non-profit organizations)

Signature of Individual or Corporate Name

By Corporate Officer (if applicable)

\*\*\*REGULATORY COMPLIANCE FORM\*\*\*

THE EVENT(S) TO BE LICENSED AS DESCRIBED HEREIN HAVE BEEN REVIEWED AND APPROVED BY:

[Signature] 5/29/18  
Police Department Date

[Signature] 5-10-18  
Recreation & Youth Commission Date

\_\_\_\_\_  
Building Commissioner Date

\_\_\_\_\_  
Board of Health Date

[Signature] 5/19/18  
Fire Department Date

\*\*\*Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

\_\_\_\_\_  
\_\_\_\_\_  
For Office Use Only

FEE \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_

FOR \_\_\_\_\_

REVIEWED BY \_\_\_\_\_

DATE LICENSE ISSUED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Go (Mile)	To (Mile)	Signs	Direction	Location (roads of travel in Bold)	Landmarks	Fastest	Slowest
<b>Harwich</b>							
0.6	29.9	ss	straight	on <b>Cape Cod Rail Trail</b>	small dirt road	9:54	11:24
0.1	30	ss	straight	on <b>Cape Cod Rail Trail</b>	Western Rd (busy)		
0.5	30.5	ss	straight	on <b>Cape Cod Rail Trail</b>	Depot St./Bike Depot Shop		
0.6	31.1	ss	straight	on <b>Cape Cod Rail Trail</b>	dirt road		
0.4	31.5	ss	straight	on <b>Cape Cod Rail Trail</b>	Bells Neck Rd		
0.4	31.9	ss	straight	on <b>Cape Cod Rail Trail</b>	Lorthrop Ave		
0.5	32.4		straight	on <b>Cape Cod Rail Trail</b>	under tunnel/Main St.		
0.1	32.5	<b>SIGN</b>	bear right	onto <b>Chatham Bike Path</b> 1st right off rotary	Bike Path Rotary		
0.6	33.1	4ss	straight	on <b>Chatham Bike Path</b>	small road		
0.1	33.2	ss	straight	on <b>Chatham Bike Path</b>	Cross Route 124 (busy)		
0.1	33.3	4ss	straight	on <b>Chatham Bike Path</b> (along Old Colony Rd.)	Meadow Lane/Town Hall		
0.1	33.4	ss	straight	on <b>Chatham Bike Path</b>	Oak St (Brooks Park)		
0.5	33.9		straight	on <b>Chatham Bike Path</b> (path divides)	Cross Route 39 (busy)		
1.4	35.3	ss	straight	on <b>Chatham Bike Path</b>	Depot Road		
0.5	35.8		straight	on <b>Chatham Bike Path</b>	town line	10:12	12:00
<b>Chatham</b>							
0.3	36.1	ss	straight	on <b>Chatham Bike Path</b>	Morton Road	10:15	12:06
0.3	36.4	ss	straight	on <b>Chatham Bike Path</b> (xing Meetinghouse Rd/Rt 137)	trail head parking on right (15)		
0.4	36.8		straight	on <b>Chatham Bike Path</b> (path on left of Access Road)	CWF		
0.3	37.1	ss	straight	on <b>Chatham Bike Path</b>	Sam Ryder Road		
0.4	37.5	ss	right	onto <b>George Ryder Road</b>	at Airport on left		
0.1	37.6		left	onto <b>Bike Path</b>			
0.2	37.8	ss	straight	onto <b>Wilfred Road</b>	share the road sign		
0.2	38		straight	on <b>Wilfred Road</b>	Public Beach on right		
1.4	39.4	ss	straight	onto <b>Stepping Stones Road</b> (crossing Queen Ann Rd.)	or on new bike path		
0.2	39.6		right	onto <b>Bike Path</b>	trail head parking on left (10)		
0.4	40		right	onto <b>Crowell Road</b>	trail ends		
0.6	40.6	lights	straight	onto <b>Queen Ann Road</b>	Cross Route 28		
0.2	40.8		bear right	onto <b>Pond Road</b>			
0.1	40.9		right	into <b>Rest Stop #3, Oyster Pond Beach</b>		10:30	12:30
70 Stage Harbor Rd., Chatham, MA 02633							

<b>Go</b>	<b>To</b>							
<b>(Mile)</b>	<b>(Mile)</b>	<b>Signs</b>	<b>Direction</b>	<b>Location (roads of travel in Bold)</b>	<b>Landmarks</b>	<b>Fastest</b>	<b>Slowest</b>	
			right	onto <b>Stage Harbor Road</b>				
0.8	41.7		left	onto <b>Bridge Street</b>		10:33	12:36	
0.8	42.5		bear left	onto <b>Shore Road (becomes Main Street)</b>	Chatham Light House on L			
1.7	44.2	lights	straight	onto <b>Route 28</b>	town line			
0.4	44.6	<b>SIGN</b>	left	onto <b>Stoney Hill Rd (Citgo Station)</b>	gas station on corner			
0.4	45	ss	straight	on <b>Stoney Hill Rd</b>	cross Crowell Rd			
0.4	45.4	ss	straight	onto <b>Wilfred Road</b>	riders coming head-on			
0.6	46		straight	onto <b>Bike Path (follow path back to Dennis Rotarty)</b>	at Sky Way on left			
0.7	46.7		right	onto <b>George Ryder Road</b>	at Airport on right			
0.2	46.9		left	onto <b>Bike Path</b>				
0.4	47.3	ss	straight	on <b>Chatham Bike Path</b>	Sam Ryder Road			
0.3	47.6		straight	on <b>Chatham Bike Path (path on left of Access Road)</b>	CWF			
0.4	48	ss	straight	on <b>Chatham Bike Path (xing Meetinghouse Rd/Rt 137)</b>	trail head parking on left (15)			
0.3	48.3	ss	straight	on <b>Chatham Bike Path</b>	Morton Road			
0.3	48.6		straight	on <b>Chatham Bike Path</b>	town line			
<b>Harwich</b>								
0.5	49.1	ss	straight	on <b>Chatham Bike Path</b>	Depot Road	10:48	1:06	
1.4	50.5		straight	on <b>Chatham Bike Path (path divides)</b>	Cross Route 39 (busy)			
0.5	51	ss	straight	on <b>Chatham Bike Path</b>	Oak St (Brooks Park)			
0.1	51.1	4ss	straight	on <b>Chatham Bike Path (along Old Colony Rd.)</b>	Meadow Lane/Town Hall			
0.1	51.2	ss	straight	on <b>Chatham Bike Path</b>	Cross Route 124 (busy)			
0.1	51.3	4ss	straight	on <b>Chatham Bike Path</b>	small road			
0.6	51.9	<b>SIGN</b>	bear right	onto <b>Cape Cod Rail Trail (new)1st right off rotary</b>	Bike Path Rotary			
0.9	52.8	ss	straight	on <b>Cape Cod Rail Trail</b>	Queen Anne Rd.			
0.2	53		straight	on <b>Cape Cod Rail Trail</b>	over Route 6			
0.8	53.8	ss	straight	on <b>Cape Cod Rail Trail</b>	Route 124/Pleasant Lake Ave			
1	54.8		straight	on <b>Cape Cod Rail Trail</b>	town line			
<b>Brewster</b>								
0.1	54.9	ss	straight	on <b>Cape Cod Rail Trail</b>	Route 124/Harwich Rd.	11:36	1:48	
1.9	56.8	ss	straight	on <b>Cape Cod Rail Trail</b>	Route 137/Long Pond Rd.			
0.5	57.3	ss	straight	on <b>Cape Cod Rail Trail</b>	Underpass Rd.			
1.5	58.8	<b>SIGN</b>	left	onto <b>Millstone Road</b>	turn off bike path			
0.1	58.9	ss	left	onto <b>Route 6A</b>				
0.1	59		right	into <b>Cape Cod Sea Camp</b>	Finish Day 2	11:48	2:12	
				<b>3057 Main St., Route 6A, Brewster, MA 02631</b>				





**National  
Multiple Sclerosis  
Society  
Greater  
New England  
Chapter**



Mr. Christopher Clark  
Town Administrator  
732 Main St.  
Harwich, MA 02645

June 6, 2018

Dear Mr. Clark,

Thank you for your support of the National Multiple Sclerosis Society and our 2017 MS Challenge Walk this past September. The event was a great success and we were able to raise \$1M that will go towards the continuing fight to end MS.

We are holding our 17<sup>th</sup> annual Challenge Walk from September 7<sup>th</sup> - 9<sup>th</sup>, 2018. The weekend route will be the same as past years, and we would appreciate receiving the appropriate permits/permission from the Board.

We will hire Harwich police officers to work safety details where needed. We operate a support team consisting of medical personnel, SAG vehicles, and amateur (HAM) radio operators. Our lead HAM radio operator monitors all emergency radio frequencies, so that we can close or redirect our route should that become necessary.

If you need any further information or have any questions, comments, or suggestions, please feel free to contact me.

Thank you for your continued support of the Greater New England Chapter MS Challenge Walk.

Best Regards,

Drew Davis  
Senior Director of Logistics  
National Multiple Sclerosis Society  
Greater New England Chapter  
(P) 781-693-5158  
Drew.davis@nmss.org



OFFICE OF THE SELECTMEN  
732 MAIN STREET  
HARWICH, MA 02645  
Telephone: (508) 430-7513

FORM #7

APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

OTHER

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS National Multiple Sclerosis Society PHONE 781-647-5155

BUSINESS ADDRESS 101A First Ave Suite 6 Waltham MA

MAILING ADDRESS 200

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED

charity walk to raise funds for MS programs and Research. Same route and times as 2017

DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE Friday September 7<sup>th</sup> 2018

TIME 10am - 2pm

ROUTE/LOCATION Attached

(please use reverse side if necessary)

[Signature]

Signature of Applicant

Sr. Dir. Logistics

Title

Social Security Number of Federal Identification Number

042178884

Tax Exempt ID (for non-profit organizations)

Signature of Individual or Corporate Name

By Corporate Officer (if applicable)

\*\*\*REGULATORY COMPLIANCE FORM\*\*\*

THE EVENT(S) TO BE LICENSED AS DESCRIBED HEREIN HAVE BEEN REVIEWED AND APPROVED BY:

W. J. Smith 6/15/18  
Police Department Date

\_\_\_\_\_  
Building Commissioner Date

\_\_\_\_\_  
Recreation & Youth Commission Date

\_\_\_\_\_  
Board of Health Date  
Paul P. [Signature] 6/18/18  
Fire Department Date

\*\*\*Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

\_\_\_\_\_  
\_\_\_\_\_  
For Office Use Only  
FEE \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_  
FOR \_\_\_\_\_  
REVIEWED BY \_\_\_\_\_  
DATE LICENSE ISSUED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE OF THE TOWN ADMINISTRATOR**

---

Phone (508) 430-7513

Fax (508) 432-5039

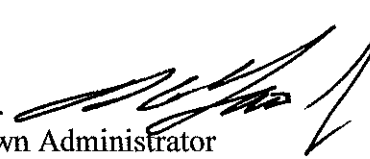


**Robert C. Lawton, Jr.**  
*Interim Assistant Town Administrator*

732 MAIN STREET, HARWICH  
02645

**MEMO**

TO: Harwich Board of Selectmen and  
Chris Clark  
Town Administrator

FROM: Robert C. Lawton, Jr.   
Interim Assistant Town Administrator

RE: Report: Harwich Pet Burial Ground Expenditures

DATE: June 20, 2018

---

I have attached my report reviewing procedures and expenditures made in the process of creating a Pet Burial Ground. I have also made recommendations to bring the process into compliance with the Town Charter and Town Counsel opinions.

I will be attending the Board of Selectmen meeting on June 25, 2018 to review the report and answer any questions you may have.

RCL

## REPORT – Harwich Pet Burial Ground Expenditures

### FACTS:

1. In the 2010 ATM it was voted to authorize a revolving fund to be used for “maintenance, care and support of Town Cemetery properties...”. Funds were placed into the revolving fund each year thereafter.
2. In the 2016 and 2017 ATM under articles 58 and 45, respectively, funds were authorized in Departmental Revolving Fund Authorization, specifically Cemetery, in the amounts of \$50,000 FY17 and \$70,000 in FY18 for “Maintenance of town cemeteries.
3. Article 57 of the 2016 ATM authorized the transfer of 2.25 +- acres on Queen Ann Road to be used for the development of a pet cemetery/crematory. No appropriation was made at that time.
4. In FY 16 through FY 18 the Pet Burial Ground was not listed on the Town of Harwich Capital Plan as, according to the Cemetery Administrator, the Cemetery Commission had estimated that the cost of the project would be under \$50,000.
5. May 5, 2017 a legal opinion was received from PK Law stating that the Board of Health did not have a role in creation of a pet cemetery. The opinion did note that a cemetery is set aside for the remains of a deceased person and not for animals.
6. May 16, 2017 four written proposals were received to clear, loam and seed the Queen Ann site. On April 21, 2017 four written proposals were received to procure and install a Gazebo for the Queen Ann site, on April 12, 2017 three written proposals were received for the installation of a well at the Queen Ann site, On July 20, 2017 one written quote (\$2,300) was received for electrical work at the Queen Ann site, On October 6, 2017 one quote was received (\$1,675) for electrical work on the Queen Ann site.
7. A bid was issued by the Cemetery Department for construction of a walkway at the Queen Ann Road site. The bid was opened November 16, 2017 and the pricing was in three phases of \$23,236; \$22,800; \$23,645 totaling \$69,681.
8. A contract was awarded for preparation and construction of the walkway to be effective December 11, 2017 for phase one and two totaling \$46,036.
9. April 22, 2018 a legal opinion was received from KP Law regarding use of perpetual care funds to develop a pet burial ground. The opinion states that Pet Burial Ground development funds may only be expended from funds generated from the sale of lots sold for the burial of animals not from sale of lots for a deceased person. The opinion further recommends that previously expended funds from the cemetery revolving fund be reimbursed to the revolving fund and a separate sub-account for pet burial ground/cemetery be created.
10. May 1, 2018 a confirming legal opinion was received stating that a separate revolving fund should be created as the Town cannot use the existing fund as it is restricted to “Maintenance of town cemeteries” and animals may not be buried in a cemetery, which is defined under the Mass General Laws, as a place for the burial of human remains.

## Review

After speaking with the Cemetery Administrator I found that she believed that she could expend funds from the Cemetery revolving fund for the creation of the pet burial ground. This was based upon her understanding of a vote in 2010 which created the fund and has a broad expenditure definition, although still listed as a cemetery. The Cemetery Administrator did not add up the total proposals for the work on the pet burial ground which would have been over the threshold requiring a Capital Plan submission. She also believed that the \$70,000 in the FY18 revolving fund could fund the project. The administrator stated that she was not clear that income from cemeteries being for human remains could not be used for an animal remains burial ground. The cemetery administrator was made aware of the April 22, 2018 opinion but initially felt that she could continue with the project. The Finance Director took appropriate steps to clarify the legal opinions and stopped further payments on the pet burial area walkway and other expenditures. The Town Administrator, when made aware of the issue, took direct action after reviewing the matter with the Board of Selectmen and then by meeting with the cemetery administrator and stopping the project by cancelling the walkway project and stopping any additional work.

## Recommended Actions

I do not believe that there was any direct attempt to circumvent the general law or Town Charter governing this project. I believe that the cemetery administrator should have realized the definition of cemetery was for only human remains, as outlined in the PK Law opinion dated May 5, 2017, however, she was operating under the assumption that the maintenance of cemeteries authorization in the revolving fund was defined by the original 2010 vote and could be used for the pet burial ground. Once made aware of the legal opinions of 5/5/17 and 4/22/18, which stated in part the inability to use the existing revolving fund for pet burial ground expenditures, the cemetery administrator agreed that the project needed to stop. The Cemetery Administrator assumed that when the project started the estimate for the work was under \$50,000 and felt that she did not need to go back to the Town Administrator and submit a Capital Plan request when the project exceeded that expenditure level.

## Specific Recommended Steps

1. The Pet Burial Ground project should be put on hold and no further expenditures made until the following recommendations are reviewed, accepted or modified by the Town Administrator and the Board of Selectmen.
2. In the future, The Cemetery Administrator, working with the Town Administrator, must insure that appropriate legal opinions are requested, a financing plan is developed and reviewed before a new major project, such as the pet burial ground and or possible crematory, is started.

3. Proper submissions to the Capital Plan must be made for projects over \$50,000 in estimated value. In this particular case a submission should be made and included in the 2019 ATM warrant with a revised estimate of the total cost of the project.
4. The Finance Director should be supported in implementing the MUNIS purchase order system which will highlight expenditures that need to be questioned early in the payment process.
5. A new Assistant Town Administrator has already been directed to focus on procurement issues which will be another safeguard to prevent funds being expended without proper vetting.
6. A specific revolving account should be set up to fund the Pet Burial Ground and or Pet Crematory. The alternative would be to create a separate line item within the Cemetery budget for such purposes and fund it from general revenues at the next annual town meeting.
7. The Administrator will work with the Finance Director to develop the path to refund the cemetery revolving fund for the amount used for the Pet Burial Ground before the close out of the FY18 budget.

Submitted June 20, 2018

A handwritten signature in black ink, appearing to read 'Robert C. Lawton Jr.', written over a horizontal line.

Robert C. Lawton Jr.

2010 Annual Meeting

**CREATE A RECREATION AND YOUTH REVOLVING FUND**

**ARTICLE 50.** To see if the Town will vote to request authorization to establish a revolving account pursuant to M.G.L. Chapter 44, Section 53 E 1/2 for the purpose of funding recreation and youth programs with monies generated from fees for these programs these programs fees and services, expenditures approved by the Recreation Director and Recreation and Youth Commission in an amount not to exceed \$70,000 in the ensuing fiscal year, and to close out and transfer the balance of the existing M.G.L. Chapter 44 Section 53 D recreation revolving account into this new revolving account; and to act fully thereon. By request of the Recreation and Youth Commission.

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED IN AN AMOUNT NOT TO EXCEED \$70,000. CORRESPONDING EXPENSES HAVE BEEN ELIMINATED FROM BUDGET AND THEREFORE, THIS REVOLVING ACCOUNT WILL NOT NEGATIVELY IMPACT TOWN FINANCIAL RESOURCES. VOTE: YES-7, NO-1.**

**MOTION:** (Linda Cebula, Chairman-Finance Committee) I move that this article be accepted and adopted.

Duly seconded

**ACTION:** It was so voted.

**CREATE A CEMETERY REVOLVING FUND**

**ARTICLE 51** To see if the Town will vote to request authorization to establish a revolving account pursuant to M.G.L. Chapter 44, Section 53E 1/2 for the purpose of funding maintenance, care and support of town cemetery properties, said revolving account to be funded with a maximum of 90% of monies generated from lot sales and Ground Penetrating Radar services, expenditures approved by the Cemetery Administrator and Harwich Cemetery Commission, in an amount not to exceed \$40,000 per year, and to act fully thereon. By request of the Harwich Cemetery Commission.

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED IN THE AMOUNT OF \$40,000. COMMISSION HAS CREATED A NEW REVENUE SOURCE AND THESE REVENUES CAN BE ADDED TO THE REVOLVING FUND WITHOUT NEGATIVELY IMPACTING TOWN RESOURCES. VOTE: YES-8, NO-0.**

**MOTION:** (Linda Cebula, Chairman-Finance Committee) I move that this article be accepted and adopted.

Duly seconded

**ACTION:** It was

At 8:15 a meeting until

BARNSTABLE

To either of the

In the name of the Town of Barnstable to notify and advise the Town of Barnstable and Town of Barnstable Street in said Town of Barnstable to act on the following

Hereof fail not time and place

Given under our hands and seals of Edward J. IV s/Lawrence P. s/Robin D. Wil s/Angelo S. La s/Larry G. Ball BOARD OF SE

A true copy Attest: David A. Rot Constable April 13, 2010

By virtue of the authority of the Town of Barnstable in the Commencement day of May, 2010



**DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION**

→ **ARTICLE 58:** To see if the Town will vote to authorize revolving funds for certain town departments under M.G.L. Ch. 44, § 53E ½ for the Fiscal Year beginning July 1, 2016; and to act fully thereon. By request of the Board of Selectmen

<u>Revolving Fund</u>	<u>Authorize to Spend Fund</u>	<u>Revenue Source</u>	<u>Use of Fund</u>	<u>FY 17 Spending Limit</u>	<u>Disposition of FY16 Fund balance</u>
Golf	Director, Golf Committee & ATA	Golf Lessons and Pro Shop Sales	Pro Shop expenses, clubhouse and kitchen maintenance, modernization, and lessons instructor	\$200,000	Available for expenditure
Council on Aging	Director & Council on Aging	Fees from health, recreation, nutrition and education programs	Health, recreation, nutrition and education programs	\$125,000	Available for expenditure
Cemetery	Administrator & Cemetery Commission	90% of Lot Sales, 100 % of all Cemetery Services and Fees	Maintenance of town cemeteries	\$50,000	Available for expenditure
Community Center	Director & Facilities Committee	Fees from use of the weight room	Weight Room Equipment (and repair)	\$50,000	Available for expenditure
Recreation	Director & Rec & Youth Commission	Fees from recreation and youth programs	Recreation and youth programs	\$120,000	Available for expenditure
Albro House	Town Planner & Historic District/Hist. Commission	Fees from receipts of lease or fees for short term rooms use and rental	Restorations, maintenance, care and support of town-owned property	\$10,000	Available for expenditure
ADA	Town Administrator	Receipts of parking penalty fees	Interpreter services or accommodations required under ADA	\$2,500	Available for expenditure

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. VOTE: YES-7, NO-0.**

**MOTION:** (Dana A. DeCosta, Chairman-Finance Committee) I move that this article be accepted and adopted as printed in the warrant. Duly seconded

**ACTION:** Motion carried.

**ESTABLISH A WETLANDS REVOLVING FUND**

**ARTICLE 59:** To see if the Town will vote to establish a revolving fund, effective FY 2017 under M.G.L. Chapter 44, Section 53E ½ for the purpose of upholding the interests of the Massachusetts Wetlands Protection Act and the Harwich Wetlands Protection

## Robert Lawton

---

**From:** Robbin Kelley  
**Sent:** Thursday, June 07, 2018 2:17 PM  
**To:** Robert Lawton  
**Subject:** RE: Pet Burial Ground Expenditures

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Bob

I don't believe that the Commission thought that it was going to cost over 50,000 originally we were going to have the DPW do the work and when Link informed us that we would have to get the lot strip/loamed and seeded the BID was 20,000.

The pathways originally we had quotes for 15,000 to 20,000, the Commission changed it from concrete pathway to stamped concrete and once that was made they were surprised when the price increase drastically. As you are aware from all the documents provided by engineering department on the BID process it went over and they need to divide it into phases in order to complete it. When we went before the BOS and the Town Administrator no one expressed the need for it to be on the Capital Plan.

We are having a meeting on Tuesday the 12<sup>th</sup> and I can ask the Commissioners to respond to the question if you would like, but only Cindy Eldredge was on the Commission at the time when we began this project.

Robbin Marie Kelley  
Cemetery Administrator  
Town of Harwich  
Office: 100 Oak Street  
Mailing: 732 Main Street  
Harwich, MA 02645  
Phone 508-430-7549  
Fax 508-430-7598

**From:** Robert Lawton  
**Sent:** Wednesday, June 06, 2018 4:47 PM  
**To:** Robbin Kelley <rk Kelley@town.harwich.ma.us>  
**Subject:** Pet Burial Ground Expenditures

Robbin: After reviewing the last batch of material you sent I noticed that it is not clear that T.W. Nickerson used state wage rates in the proposal. Robert Our did state that wage rates are included. Also in the Well installation or in the electrical work proposals I did not see wage rates mentioned. Could you tell me if the wage rates were used?

The only other thing you need to respond to is the question I asked about the inclusion of the burial ground in the capital plan.

Thanks, Bob

2016 Annual Town Meeting

APPROVE THE TRANSFER OF TOWN PARCEL  
TO CEMETERY DEPARTMENT TO  
DEVELOP A PET CEMETERY AND PET CREMATORY

ARTICLE 57: To see if the Town will vote to dedicate and designate a parcel of land containing 2.25 acres, more or less, located at 276 Queen Anne Road, containing 2.25 acres, shown on Assessors Map 69 as Parcel M1, and being a portion of the premise acquired by the Town pursuant to order of taking recorded with the Barnstable Registry of Deeds in Book 11666, Pages 103-105, for cemetery purposes, including, without limitation, for the development of a pet crematory and pet cemetery, with the Cemetery Commissioners having the care, custody, management and control of said property, and to act fully thereon. By request of the Cemetery Commission.

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. VOTE: YES-6, NO-0.**

MOTION: (Dana A. DeCosta, Chairman-Finance Committee) I move that this article be accepted and adopted as printed in the warrant.

Duly seconded

AMENDMENT TO THE MAIN MOTION: (Suzanne Martell) I move that the motion be amended to read as follows: That the Article be accepted and adopted as printed in the warrant except that the development of a pet cemetery be deleted.

Duly seconded

ACTION ON THE AMENDMENT: The Amendment did not carry.

A motion was made and seconded to terminate debate, this required a 3/4 majority vote to pass, it was a unanimous vote, so declared.

ACTION ON THE MAIN MOTION: This required a 2/3 majority vote to pass, a standing count was taken YES 104, NO-38, the motion carried.

the motion did

seconded to 2016.

sq. called the 50 registered nce.

Thompson,

tion to David

il By-Law as

le through a able housing e 28 in West t agreement r subdividing : to a private y jeopardize, cture on the stand, or to

RTICLE BE  
PRIVATE  
SE. VOTE:

ove that the  
ided

Judah Chase House and or barn located at 97 Route 28 in West Harwich unless the Board of Selectmen first enters into a grant agreement which prohibits the grant recipient from demolishing any building or subdividing the property. Furthermore, no such funds shall be made available to a private or public affordable housing entity for a project that will in any way jeopardize, compromise, or destroy the historic fabric of any building or structure on the site, nor compromise, divide, or partition the land on which they stand, or to act in any manner thereon. By Petition.

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE INDEFINITELY POSTPONED AS IT TARGETS A SINGLE PRIVATE HOME WITH FINANCIAL RESTRICTIONS WITHOUT CAUSE. VOTE: YES-6, NO-0.**

**MOTION:** (Dana A. DeCosta, Chairman-Finance Committee) I move that the article be indefinitely postponed. Duly seconded

**ACTION:** The article was indefinitely postponed.

**APPROVE THE TRANSFER OF TOWN PARCEL  
TO CEMETERY DEPARTMENT TO  
DEVELOP A PET CEMETERY AND PET CREMATORY**

→ **ARTICLE 57:** To see if the Town will vote to dedicate and designate a parcel of land containing 2.25 acres, more or less, located at 276 Queen Anne Road, containing 2.25 acres, shown on Assessors Map 69 as Parcel M1, and being a portion of the premise acquired by the Town pursuant to order of taking recorded with the Barnstable Registry of Deeds in Book 11666, Pages 103-105, for cemetery purposes, including, without limitation, for the development of a pet crematory and pet cemetery, with the Cemetery Commissioners having the care, custody, management and control of said property, and to act fully thereon. By request of the Cemetery Commission.

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. VOTE: YES-6, NO-0.**

**MOTION:** (Dana A. DeCosta, Chairman-Finance Committee) I move that this article be accepted and adopted as printed in the warrant. Duly seconded

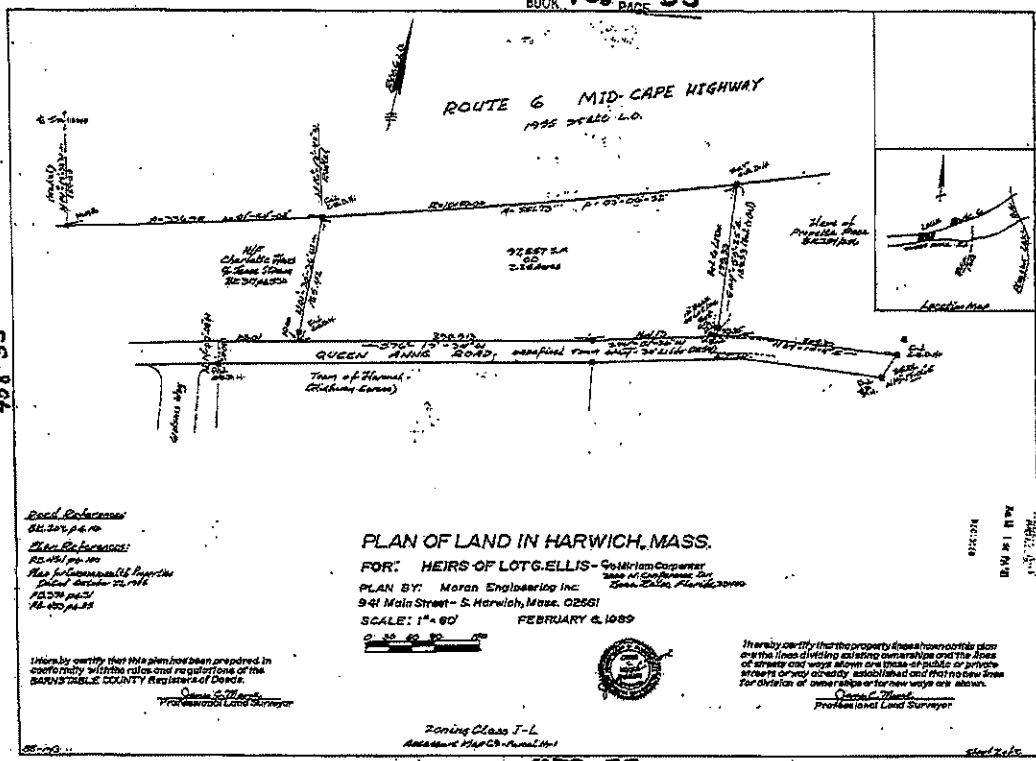
**AMENDMENT TO THE MAIN MOTION:** (Suzanne Martell) I move that the motion be amended to read as follows: That the Article be accepted and adopted as printed in the warrant except that the development of a pet cemetery be deleted. Duly seconded

**ACTION ON THE AMENDMENT:** The Amendment did not carry.

A motion was made and seconded to terminate debate, this required a 3/4's majority vote to pass, it was a unanimous vote, so declared.

**ACTION ON THE MAIN MOTION:** This required a 2/3's majority vote to pass, a standing count was taken YES 104, NO-38, the motion carried.

458-33



**Recd. References:**  
 84-207, p. 6, 70

**Plan References:**  
 15-191, pp. 100  
 Plan of Commonwealth Records  
 dated October 21, 1976  
 15-209, p. 25  
 15-200, p. 25

**PLAN OF LAND IN HARWICH, MASS.**  
**FOR: HEIRS OF LOTGELLIS - Co-Miriam Carpenter**  
 PLAN BY: Moran Engineering Inc.  
 941 Main Street - S. Harwich, Mass. 02561  
 SCALE: 1" = 60'      FEBRUARY 6, 1989

I hereby certify that this plan has been prepared in conformity with the rules and regulations of the Surveyors & County Registrar of Deeds.

*James S. Moran*  
 Professional Land Surveyor



I hereby certify that the property lines shown on this plan are the lines dividing existing ownership and the lines of streets and ways shown are those of public or private streets or ways already established and that no new lines for division of ownership or for new ways are shown.

*James S. Moran*  
 Professional Land Surveyor

Zoning Class J-L  
 Address 24425-24426

## Carol Coppola

---

**From:** John Giorgio <JGiorgio@k-plaw.com>  
**Sent:** Tuesday, May 01, 2018 5:01 PM  
**To:** Carol Coppola  
**Cc:** Robbin Kelley; Christopher Clark  
**Subject:** RE: Cemetery Revolving - ART #51 ATM 10

Carol:

The wording in the bylaw is now controlling. Having said that, I indicated previously that in my opinion the cemetery revolving account could be used to fund the pet burial ground program, but as we discussed, I recommend that next year you set up a separate revolving account just for the pet burial ground and pet crematorium revenue.

While a revolving fund may be used for the pet burial ground, the revenue expended from the account must be program revenue received from the operating of the pet burial ground. The Town cannot use perpetual care funds collected from the sale of graves for human burials for the reasons stated in my email.

John

John W. Giorgio, Esq.  
KP | LAW  
101 Arch Street, 12th Floor  
Boston, MA 02110  
O: (617) 556 0007  
D: (617) 654 1705  
F: (617) 654 1735  
C: (617) 785 0725  
[jgiorgio@k-plaw.com](mailto:jgiorgio@k-plaw.com)  
[www.k-plaw.com](http://www.k-plaw.com)

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**From:** Carol Coppola [mailto:[ccoppola@town.harwich.ma.us](mailto:ccoppola@town.harwich.ma.us)]  
**Sent:** Monday, April 30, 2018 4:03 PM  
**To:** John Giorgio <JGiorgio@k-plaw.com>  
**Cc:** Robbin Kelley <[rk Kelley@town.harwich.ma.us](mailto:rk Kelley@town.harwich.ma.us)>; Christopher Clark <[cclark@town.harwich.ma.us](mailto:cclark@town.harwich.ma.us)>  
**Subject:** Cemetery Revolving - ART #51 ATM 10

Hi John,

When the revolving fund was originally approved the wording of the article stated "for the purpose of funding maintenance, care and support of town cemetery properties". Would the article language supersede the Town Code language? If so, then would the expenses to support the creation of a pet cemetery be allowed?

Carol Coppola

maintenance of the cemetery and the avenues, paths and structures situated therein, for the purchase of additional cemetery land, and for the accumulation of a permanent care and improvement fund.” I am attaching a prior opinion from Town Counsel which concluded that a pet burial ground is not a “cemetery” for purposes of the General Laws because cemeteries are defined in G.L. c. 114, s. 1 as “an area of land set aside and dedicated for the final disposition of the remains of a deceased **person**.” Accordingly, while the Cemetery Commission has the legal authority to sell burial lots for deceased persons in a cemetery, the revenue derived from such sales is held in trust and may only be used for the maintenance and improvement of cemeteries for the burying of deceased persons. It is my further opinion, that such revenue may not for the development of a pet burial ground. I realize that this conclusion is based on Town Counsel’s interpretation of the General Laws as they relate to cemeteries, but while reason minds may differ, it is my opinion that such interpretation is consistent with applicable rules of statutory construction.

Because the Town has already entered into the contract to develop the first phase of the cemetery, in my opinion, the Town has a contractual obligation to complete and pay for the work. I would, however, recommend that the Town takes steps to return the \$40,000 to the Cemetery Revolving Account because those funds are held by the Town in trust for the maintenance and development of cemeteries. This could be accomplished by a Town Meeting appropriation of \$40,000 to reimburse the Cemetery Revolving Account. Once returned to the Revolving Account, those funds, along with any additional revenue from the sale of burial lots for humans, should be segregated and applied solely to the maintenance and improvement of cemeteries for deceased persons in the future.

In the meantime, the Cemetery Commission could proceed with the sale of pet burial lots and the charging of crematory fees, but the first \$40,000 in revenue from such sources should be credited to the Revolving Account and segregated as discussed above unless the Town has taken steps to reimburse the Cemetery Revolving Account from another appropriation. In the future, I would also recommend that you establish a separate Pet Burial and Crematory Revolving Account so as not to commingle those funds with the sale of lots for deceased persons. In the meantime, I recommend that you establish a separate sub-account in the Cemetery Revolving Account for pet burial and crematory fees.

Please let me know if you have any questions.

Very Truly Yours;

John

John W. Giorgio, Esq.  
**KP | LAW**  
101 Arch Street, 12th Floor  
Boston, MA 02110  
O: (617) 556 0007  
D: (617) 654 1705  
F: (617) 654 1735  
C: (617) 785 0725  
[jgiorgio@k-plaw.com](mailto:jgiorgio@k-plaw.com)  
[www.k-plaw.com](http://www.k-plaw.com)

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## Carol Coppola

---

**From:** Deborah I. Ecker <DEcker@k-plaw.com>  
**Sent:** Friday, May 05, 2017 9:45 AM  
**To:** Paula Champagne  
**Cc:** Christopher Clark; Ann Steidel; John Giorgio  
**Subject:** Legal Request - Board of Health re: Pet Cemetery

Paula,

John Giorgio asked me to respond to your request for a legal opinion referenced above. You have requested an opinion regarding the role if any the Board of Health has under General Laws, chapter 114, in the establishment of a pet cemetery. In my opinion, General Laws, Chapter 114 does not apply to the burial of animals or the establishment of pet cemeteries.

Section 1 of Chapter 114, specifically defines a "cemetery" as "an area of land set aside and dedicated for the final disposition of the remains of a deceased person." Given the specific reference to the burial of a deceased person versus the burial of an animal or pet in the definition of a "cemetery" contained in Section 1, in my opinion all references to a cemetery in Chapter 114 refer to the burial of human remains and not to the burial of pets.

Likewise, Section 45 of Chapter 114, which requires that an undertaker or other personal receive a permit from the board of health or its agent prior to burying or otherwise disposing of a human body in a town or removing therefrom a human body, specifically refers to a human body and not the burial of animals. There is simply no reference in Chapter 114 to the burial of animals, including pets. Accordingly, in my opinion the Board of Health does not have a role under Chapter 114 in the establishment of a pet cemetery.

In addition to reviewing Chapter 114, we reviewed the Commonwealth of Massachusetts Department of Public Health's regulations and policies and were not able to find any regulation related to the establishment of pet cemeteries or gave local boards of health a role in the establishment of such cemeteries.

While Chapter 114 in my opinion does not give local boards of health a role in the establishment of pet cemeteries, the Board of Health may decide to enact regulations pursuant to G. L. c. 111, section 31, to govern the establishment of pet cemeteries and in doing so, require the Board of Health's approval for use of a site as a pet cemetery in order to address issues under the Board of Health's jurisdiction and to prevent nuisances.

Please let me know if you have any questions or need additional information.

Deborah

Deborah I. Ecker, Esq.  
**KP | LAW**  
101 Arch Street, 11th Floor  
Boston, MA 02110  
O: (617) 654 1714  
F: (617) 654 1735  
[decker@k-plaw.com](mailto:decker@k-plaw.com)  
[www.k-plaw.com](http://www.k-plaw.com)

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**Bid Opening Minutes**  
**Thursday, November 16, 2017**  
**Pet Cemetery Walkway**

At 2:00 P.M., November 16, in the presence of Paul Sweetser, and Robbin Kelley, Bob Cafarelli received and opened sealed bids for the construction of a walkway at the Pet Cemetery on Queen Anne Road. The project was broken down into three roughly equal phases.

One bid was received:

<b>Company Name</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
Cape Cod Builders	\$23,236	\$22,800	\$23,645

The bids were taken under advisement for review by the Cemetery Department for recommendation to the Board of Selectmen for award of contract at a later date.

Notes by: Bob Cafarelli, Town Engineer

Article 64  
Cemetery Revolving Account

# Creation of Cemetery Revolving Account May 3, 2010 Town Meeting

For the purpose of funding maintenance, care and support of town cemetery properties

2010 Budget  
May 3, 2010

**CREATE A RECREATION AND YOUTH REVOLVING FUND**

**ARTICLE 50.** To see if the Town will vote to request authorization to establish a revolving account pursuant to M.G.L. Chapter 44, Section 53 E 1/2 for the purpose of funding recreation and youth programs with money generated from fees for these programs, programs fees and services, expenditures approved by the Recreation Director and Recreation and Youth Commission in an amount not to exceed \$70,000 in the ensuing fiscal year, and to close out and transfer the balance of the existing M.G.L. Chapter 44 Section 53 D recreational revolving account into this new revolving account, and to act fully thereon. By request of the Recreation and Youth Commission.

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED IN AN AMOUNT NOT TO EXCEED \$70,000. CORRESPONDING EXPENSES HAVE BEEN ELIMINATED FROM BUDGET AND THEREFORE, THIS REVOLVING ACCOUNT WILL NOT NEGATIVELY IMPACT TOWN FINANCIAL RESOURCES. VOTE: YES-7, NO-1.**

**MOTION:** Linda Gohala, Chairman Finance Committee I move that this article be accepted and adopted. Duly seconded

**ACTION:** It was so voted

**CREATE A CEMETERY REVOLVING FUND**

**ARTICLE 51.** To see if the Town will vote to request authorization to establish a revolving account pursuant to M.G.L. Chapter 44, Section 50C for the purpose of funding maintenance, care and support of town cemetery properties, and revolving account to be funded with a maximum of 90% of monies generated from sales and General Permitting, Public services, expenditures approved by the Cemetery Administrator and Harwich Cemetery Commission, in an amount not to exceed \$40,000 per year, and to act fully thereon. By request of the Harwich Cemetery Commission.

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED IN THE AMOUNT OF \$40,000. COMMISSION HAS CREATED A NEW REVENUE SOURCE, AND THESE REVENUES CAN BE ADDED TO THE REVOLVING FUND WITHOUT NEGATIVELY IMPACTING TOWN RESOURCES. VOTE: YES-8, NO-0.**

**MOTION:** Linda Gohala, Chairman Finance Committee I move that this article be accepted and adopted. Duly seconded

**ACTION:** It was a unanimous vote to accept.

At 8:15 a warrant was made and executed to adjourn the Annual Town Meeting until the convenience of the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HARWICH  
SPECIAL TOWN MEETING WARRANT  
MAY 4, 2010

HARVICH, SS

To wether of the Constables of the Town of Harwich in said County.

Greeting:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and Town affairs to meet in the Community Center, Commission, 100 Oak Street in said Town on Tuesday, May 4, 2010 at 8:00 PM, then and there to act on the following articles.

Should any not so make return at the Warrant with your doing the same at the time and place of said meeting.

Given under our hands this 22<sup>nd</sup> day of March, 2010

Edward J. McManus, Chairman  
Lawrence P. Cook, Vice Chairman  
Robert D. Wilkins, Clerk  
Angelo S. La Marzio  
LARRY G. BALLEWINE  
MAYOR OF HARWICH

A true copy Attest:  
Doree A. Robinson  
Clerk  
April 13, 2010

By virtue of the Warrant I have this day notified and warned the inhabitants of the Town of Harwich, qualified to vote in elections and town affairs, to meet in the Community Center, 100 Oak Street in said Town on Tuesday, the 4<sup>th</sup> day of May, 2010 at the time and place for the purpose herein named by post.

2016 Approve Transfer of Town Parcel to Cemetery Department to Develop A Pet Cemetery & Crematory.

For cemetery purposes, including, without limitation, for the development of a pet crematory and pet cemetery, with the Cemetery Commissioners having the care, custody, management and control of said property.  
MOTION CARRIED.

2016 Annual Town Meeting

APPROVE THE TRANSFER OF TOWN PARCEL TO CEMETERY DEPARTMENT TO DEVELOP A PET CEMETERY AND PET CREMATORY

ARTICLE 52. To see if the Town will vote to dedicate and designate a parcel of land containing 2.25 acres, more or less, located at 276 Queen Anne Road, containing 2.25 acres, shown on Assessors Map 69 as Parcel M1, and being a portion of the premise acquired by the Town pursuant to order of taking recorded with the Barnstable Registry of Deeds in Book 11666, Pages 103-105, for cemetery purposes, including, without limitation, for the development of a pet crematory and pet cemetery, with the Cemetery Commissioners having the care, custody, management and control of said property and to act fully thereon. By request of the Cemetery Commission.

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. VOTE: YES-6, NO-0.**

**MOTION:** (Dana A. DeCosta, Chairman-Finance Committee) I move that this article be accepted and adopted as printed in the warrant.

Duly seconded

**AMENDMENT TO THE MAIN MOTION:** (Suzanne Martell) I move that the motion be amended to read as follows: That the Article be accepted and adopted as printed in the warrant except that the development of a pet cemetery be deleted.

Duly seconded

**ACTION ON THE AMENDMENT:** The Amendment did not carry.

A motion was made and seconded to terminate debate, this required a 3/4 majority vote to pass, it was a unanimous vote, so declared.

**ACTION ON THE MAIN MOTION:** This required a 2/3 majority vote to pass, a standing count was taken: YES-104, NO-58, the motion carried.

## Robert Lawton

---

**From:** Carol Coppola  
**Sent:** Wednesday, May 02, 2018 10:07 AM  
**To:** Robert Lawton  
**Subject:** Pet Burial

1<sup>st</sup> opinion

**From:** John Giorgio [mailto:JGiorgio@k-plaw.com]  
**Sent:** Sunday, April 22, 2018 11:11 AM  
**To:** Carol Coppola <ccoppola@town.harwich.ma.us>  
**Cc:** Christopher Clark <cclark@town.harwich.ma.us>; Ann Steidel <asteidel@town.harwich.ma.us>; Sandy Robinson <srobinson@town.harwich.ma.us>  
**Subject:** Use of Perpetual Care Funds to Develop Pet Burial Ground

Dear Carol:

I am following up from our conversation last week when you asked me to address the question whether revenue received from the sale of lots for human burials that has been deposited into the Cemetery Revolving Account may be used to pay expenses associated with the development of the pet burial ground.

As I understand the facts, the Town recently entered into a contract for the first phase of the development of a pet burial ground in the approximate amount of \$40,000. As required by G.L. c. 44, s. 31C, the appropriation was certified and the Cemetery Revolving Account was identified as the funding source.

The Cemetery Revolving Account, which is part of Section 8.1 of the Town Code, identifies the revenue source as "90% of Lot Sales, 100% of all Cemetery Services and Fees." Furthermore, according to the Town Code, the Revolving Account may only be used for "[m]aintenance of town cemeteries."

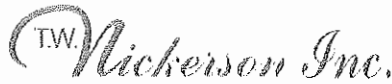
You have also informed me that the \$40,000 that existed in the Cemetery Revolving Account was revenue from the sale of lots for the burial of remains for deceased persons. Although it is the intention of the Cemetery Commission to fund the development of the pet burial ground, including the installation of a pet crematorium, from revenue received from the sale of pet burial lots and crematory fees, no pet burial lots have been sold, and the crematory fees will not be collected unless and until the Town constructs the crematorium. The appropriation for the crematorium and the associated debt exclusion ballot question are on the warrant for the 2018 Annual Town Meeting and Election. Of particular significance to this opinion, however, is the fact that there has been no revenue deposited in the Cemetery Revolving Account as of yet from the sale of pet burial lots. As you know, expenditures from a revolving account may only be made from actual revenue existing in the account at the time the expenditure is made. Furthermore, even under the Cemetery Revolving Account, fees may only be used for the "maintenance of town cemeteries, not for the development of land for cemetery purposes.

Although I provided an opinion last week that a revolving account could be used to develop a pet burial ground and crematorium from the fees generated from a pet burial ground, the assumption that I made for purposes of that opinion was that only fees generated from the operation of the pet burial ground would be used to develop the pet burial ground, and I was unaware at the time that the revenue generated from the sale of burial lots for humans had already been used for the first phase of the development of the pet burial ground.

In reviewing the General Laws relating to cemeteries, please know that G.L. c. 114, c. 43C provides: "[t]he proceeds of the sales of lots and plots in a cemetery shall, except as hereinafter provided, be applied solely to the improvement and

**Pet Cemetery Strip/Loam/stone/seed**

TOWN OF HARWICH MAIN STREET HARWICH, MA 02645		<u><b>PRUDENT PROCUREMENT</b></u>		
DEPARTMENT: CEMETERY DEPARTMENT		DATE: 16 May 2017		
	FIRM CONTACTED	TELEPHONE	ITEM(S) REQUESTED	QUOTE
NAME ADDRESS TOWN CONTACT	Robert B Our Co., Inc. 24 Great Western Road PO Box 1539 Harwich, MA 02645	508-432-0530	Strip & Export Loam 1.5" 12'circle of Crushed Stone 4" Deep (380x180) Loam Rake & Seed	35,215.00
NAME ADDRESS TOWN CONTACT	T.W. Nickerson 160 Mill Hill Road South Chatham, MA 02659	508-432-1655	Strip & Export Loam 1.5" 12'circle of Crushed Stone 4" Deep (380x180) Loam Rake & Seed	20,250.00
NAME ADDRESS TOWN CONTACT	Mitchell Landscaping Construction PO Box 2120 South Dennis, MA 02660	508-394-2213	Strip & Export Loam 1.5" 12'circle of Crushed Stone 4" Deep (380x180) Loam Rake & Seed	34,240.00
NAME ADDRESS TOWN CONTACT	Barrows Excavating 2 Vineyard Land Harwich, MA 02645	508-430-2663	Strip & Export Loam 1.5" 12'circle of Crushed Stone 4" Deep (380x180) Loam Rake & Seed	28,840.00
(Empty row)				



160 Mill Hill Road • South Chatham, MA 02659  
 www.twnickerson.com • steve@twnickerson.com  
 (508) 432-1655  
 Certified Massachusetts Septic Installers

## Proposal

Date: 5/10/17

Bill To: Town of Harwich Cemetery  
 Attn: Robin Kelley  
 Email: rkelley@town.harwich.ma.us  
 cnickhighway@comcast.net

**Subject: Pet Cemetery - Total Area Approx. 180 feet by 380 feet**

**Scope of Work:** TW Nickerson Inc. proposes to provide the following services per itemized plan

- |  |          |
|--|----------|
| 1. Complete removal of turf and under brush and remove                     | \$ 1500  |
| 2. Supply loam for area, spread 4" thick, grade, and finale grade for area | \$11,500 |
| 3. Supply 1.5 inch stone for 12 foot circle one foot dee and construct     | \$ 250   |
| 4. Hydro-seed area with cape cod blend seed                                | \$ 7000  |

<b>T.W. Nickerson, Inc. Bid:</b>	<b>\$ 20,250</b>
Terms:	
Deposit	\$
Balance upon completion	\$
As agreed	

**Notes**

- TW Nickerson Inc. is not responsible for damage to unmarked utilities, irrigation lines, or any other underground systems that we do not know exist.*
- TWN does not cover irrigation repairs if necessary.*
- The balance is due within 15 business days of the invoice date. All past due balances are subject to a finance charge of 1.5% per month. Customers are responsible for any legal and court fees incurred in the collection of overdue balances.*

Insurance: A Certificate of Insurance is available upon request.

**Acceptance of Proposal:**

T.W. Nickerson, Inc. Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment(s) will be made as specified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





24 Great Western Road  
 P.O. Box 1539  
 Harwich, MA 02645  
 508-432-0530

<b>To:</b>	Town Of Harwich	<b>Contact:</b>	Chris Nickerson
<b>Address:</b>	732 Main Street, Town Administrator, Town Hall Harwich, MA 02645	<b>Phone:</b>	508-430-7513
<b>Project Name:</b>	Site Prep For Pet Cemetery, Harwich, MA	<b>Fax:</b>	
<b>Project Location:</b>	Queen Ann Road, Harwich, MA	<b>Bid Number:</b>	T2017-39
		<b>Bid Date:</b>	5/10/2017

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
	1.0	Strip And Export Loam (approximate Area 380' X 180')	1.00	LS	\$9,000.00	\$9,000.00
	2.0	F&I 12" Of Crushed Stone (12" Dia Circle, 12" Deep)	1.00	LS	\$1,150.00	\$1,150.00
	3.0	F&I Loam At 4" Deep (approximate Area 380' X 180')	1.00	LS	\$19,100.00	\$19,100.00
	4.0	Rake And Seed (Approximate Area 380' X 180')	1.00	LS	\$5,965.00	\$5,965.00

**Total Bid Price: \$35,215.00**

**Notes:**

- no taxes were added to materials
- all labor includes prevailing wage rates

<p><b>ACCEPTED:</b>          The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b>  <b>Robert B. Our</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Craig Trombly          (508) 432-0530 ctrombly@robertbour.com</p>
--	---

**Mitchell Landscape Construction**  
P.O. Box 2120  
South Dennis, MA 02660

# Proposal

Proposal Date: 5/16/2017  
Proposal #: 298  
Project:

**Bill To:**  
town of harwich dpw.

Description	Rate	Total
new pet cemetery queen ann rd harwich.	4,500.00	4,500.00
site prep and finish grade for new loam approx 380'x180'.	20,900.00	20,900.00
deliver and spread 4"of new loam for entire site.all material and labor.		
deliver and spread 1"/1/2" native stone for new gazebo 12" thick.all material and labor.	2,000.00	2,000.00
rake and and hydroseed all newley loamed areas.	6,840.00	6,840.00
	<b>Total</b>	<b>\$34,240.00</b>

Phone:
508 394 2213

E-mail	Web Site
<a href="mailto:nmitchlandscape@comcast.net">nmitchlandscape@comcast.net</a>	

**Barrows Excavating**  
 2 Vineyard Ln.  
 Harwich, MA 02645  
 (508) 430-2663

**SITE WORK CONTRACT**

PROPOSAL SUBMITTED TO	WORK TO BE PERFORMED AT
Name: Town of Harwich Cemetery Department	Project Name: Pet Cemetery
Address: Queen Anne Road Harwich Ma	Contact Information

**Work to Include:**

<ul style="list-style-type: none"> <li>• Finish Grubbing out area and prep site for loam (380x180)</li> </ul>	\$4,000.00
<ul style="list-style-type: none"> <li>• Deliver and spread 4" of loam over entire site (380x180)</li> </ul>	\$15,000.00
<ul style="list-style-type: none"> <li>• Hydroseed Entire Area with grass seed (380x180)</li> </ul>	\$7,840.00
<ul style="list-style-type: none"> <li>• Dig out a 12' circle and install 1 ½ stone one foot deep</li> </ul>	\$2,000.00

**Work Not Included:**

- Any inside plumbing
- Movement of any large sub surface boulders
- Movement of any underground utilities IE water, electric, gas, phone, or cable. This work should be performed by Barrows Excavating for an additional fee
- Movement of any fences, sheds or other obstacles that may be encountered that are not otherwise noted in above included work
- Any upgrades to electrical service from inside Home

The material is guaranteed to be as specified, and above work to be performed in accordance with the drawing and specifications submitted for above work and completed in a substantial workmanlike manner, for the sum of \$ 28,840

With payment to be made as follows:

Total Due \$28,840

Note – This proposal may be withdrawn by us if not accepted within 30 days. Any alteration or deviation from above specifications involving extra cost will be executed only upon written order, and will become an extra charge over and above the estimate; payment for the extra is due in full before the change is made. Alterations and deviations from the above proposal may be due to unsuitable/impervious soil conditions or water table elevations not being favorable. All agreements contingent upon strikes, accidents, or delays beyond our control. In the event that any underground utilities are obstructing the system, the customer is responsible for the cost of resituating them. We are not responsible for any irrigation lines, trees, bushes, shrubs or plants unless specified in writing by Barrows Excavating. Barrows Excavating is not responsible for driveway damage due to the weight of equipment/machinery. \*Loam and seed will be spread once; however maintenance and guarantee growth are the homeowners' responsibility.

---

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Authorized Barrows Excavating Representative



160 Mill Hill Road INC.  
South Chatham, MA 02659

# Invoice

Date	Invoice #
6/28/2017	146640

**Bill To**

TOWN OF HARWICH  
CEMETERY COMMISSION  
732 MAIN STREET  
HARWICH, MA 02645

**Deliver To**

PET CEMETERY  
QUEEN ANNE RD  
HARIWCH

Customer Phone	Terms	P.O.	Due Date
508-430-7549	Net 20th of next..		7/20/2017

Qty	Description	Rate	Amount
1	REMOVAL OF TURF AND UNDERBRUSH	1,500.00	1,500.00
1	SUPPLY LOAM AND GRADE	11,500.00	11,500.00
1	SUPPLY 1-1/2" STONE FOR 1' CIRCLES	250.00	250.00
1	HYDROSEED WITH CC SEED	7,000.00	7,000.00

VENDOR #	4074	
INV #	146640	
ORG	OBJECT	AMOUNT
1611002	578000	\$20,250.-
APPROVED BY	<i>[Signature]</i>	
	DEPARTMENT HEAD	
WARRANT NO.	WARRANT DATE	
T17066	6/30/17	

Subtotal	\$20,250.00
Sales Tax (6.25%)	\$0.00
Total	\$20,250.00
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$20,250.00</b>

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

(508) 432-1655 Fax (508) 432-3432  
www.twnickerson.com

We accept Cash, Check, Visa, MC, Discover & AMEX.  
All past due balances are subject to a finance charge of 1.5% per month.

## Gazebos for Pet Cemetery

TOWN OF HARWICH MAIN STREET HARWICH, MA 02645		<u>PRUDENT PROCUREMENT</u>		
DEPARTMENT: Cemetery Department		DATE: April 21, 2017		
	FIRM CONTACTED	TELEPHONE	ITEM(S) REQUESTED	QUOTE
NAME ADDRESS TOWN CONTACT	Pine Harbor Wood Products 259 Queen Anne Road Harwich, MA 02645	508-430-2800	10' Gazebo Vinyl & shingles Delivered to Pet Cemetery	\$4,100.00
NAME ADDRESS TOWN CONTACT	The Shed Place 620 Route 28 Mashpee, MA 02649	508-477-6888	10' Gazebo Vinyl & shingles Delivered to Pet Cemetery	\$5,400.00
NAME ADDRESS TOWN CONTACT	The Golden Gazebo 1095 Main Street W. Barnstable, MA 02668	508-362-0077	10' Gazebo Vinyl & shingles Delivered to Pet Cemetery	No response
NAME ADDRESS TOWN CONTACT	Fifthroom.com 5410 Route 8 Gobsonia, PA 15044	888-293-2339	10' Gazebo Vinyl & shingles Delivered to Pet Cemetery	\$6,116.00



# PINE HARBOR

WOOD PRODUCTS

326 Yarmouth Rd. | Hyannis, MA 02601 | 508.771.5007 | Fax 508.771.7070 | hyannis@pineharbor.com  
259 Queen Anne Rd. | Harwich, MA 02645 | 508.430.2800 | Fax 508.430.1115 | info@pineharbor.com  
1.800.368.SHED | Customer Service 1.866.SHEDKIT | www.pineharbor.com

## FAX SHEET

Date: 4/14/17

# of pages including this cover page: \_\_\_\_\_

Time: \_\_\_\_\_

To: Town of Harwich

Attn.: Robbin Kelley

From: Angelika

Additional Messages:

Hi Robbin,

ps. find attached the proposal for the display.

Thank you,  
Angelika

*Quote*

326 Yarmouth Rd. | Hyannis, MA 02601  
508.771.5007 | Fax 508.771.7070 | hyannis@pineharbor.com

259 Ouzon Anne Rd. | Harwich, MA 02645  
508.430.2800 | Fax 508.430.1115 | info@pineharbor.com

1.800.388.SHED | Customer Service 1.888.SHEDKIT  
www.pineharbor.com

508-430-7598 fax



Name	Town of Harwich	Date	4/14/17
Address		Phone #	508-430-7549
City		Email	

Quantity	Description	Amount
	Display Gazebo (no screens)	4,100 -
	10' Octagon Vinyl	
	delivery included	

*Robin Kelley*  
*Thank You!*

Sub-Total: \$	
Sales Tax: \$	<i>Exempt</i>
Total: \$	<i>4,100.00 -</i>
Deposit: \$	
Balance: \$	





620 Falmouth Road, Mashpee, MA 02649  
(508) 477-6888

1 Katie Marie Drive, Bourne, MA 02532  
(508) 759-4888

www.TheShedPlace.com

All correspondence to:  
P.O. Box 2430, Mashpee, MA 02649

DATE: 4-20-17

SOLD TO:

TOWN OF HARWICH

DELIVER TO:

Telephone No: 508-430-7549 ATTN: R. Kelly FAX 508-430-7518

SALESPERSON				
QTY.	STOCK NO.	DESCRIPTION	UNIT PRICE	TOTAL
1		10' OCTAGON VINYL GAZEBO white #1 Standard includes Delivery	6405 00 TOWN DISCOUNT -1000 00 Total	5400 00
DELIVERY INSTRUCTIONS:			MERCHANDISE TOTAL	5400 00
			SALES TAX	
			TOTAL	
			DOWN PAYMENT	
			BALANCE DUE	
RECEIVED IN GOOD CONDITION BY:		DATE:	DELIVERED BY:	

Thank You

# Handy Home San Marino 10 ft. Round Gazebo Item # HN-BY55043



- Classic gazebo that's designed to last
- Constructed from tight knot western cedar
- Decorative metal cap with wooden finials
- Spindle-style railing on all sides
- Cedar resists rot, insects and decay

[Images](#)

[Full Description](#)


[Specifications](#)


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<p><b>Choose Options for your Garden Gazebo</b></p> <p>↓ Scroll through the options below, pricing will update instantly. ↓</p> <p><input type="radio"/> <a href="#">Vinyl Composite Gazebo (+\$339) Details</a></p> <hr/> <p><b>5. Select Roofing</b> (Click "Details" for Larger Image and Description)</p> <p><input type="radio"/> <a href="#">No Shingles (Incl.) Details</a></p> <p><input checked="" type="radio"/> <a href="#">30 Year Asphalt Shingles (+\$579) Details</a></p> <p>Select Color: <a href="#">Old English Pewter Asphalt</a> ▾</p> <p><input type="radio"/> <a href="#">Rubber Shingles Details</a></p> <p>Select Color: <a href="#">Earth Green (+\$1,689)</a> ▾</p> <p><input type="radio"/> <a href="#">Metal Roof Details</a></p> <p>Select Color: <a href="#">Black Metal Roof (+\$1,119)</a> ▾</p> <hr/> <p><b>6. Additional Options</b> (Click "Details" for Larger Image and Description)</p> <p><input type="checkbox"/> <a href="#">Stainless Steel Hardware (+\$139) Details</a></p> <p><input type="checkbox"/> <a href="#">4 x 4 Runners (+\$79) Details</a></p> <p><input type="checkbox"/> <a href="#">Screened Floor (+\$119) Details</a></p> <p><input type="checkbox"/> <a href="#">Sealed Base (Wood Floors Only)</a></p>	<p>Click image below to enlarge your Garden Gazebo</p>  <p><b>10' Vinyl Octagon Garden Gazebo</b></p> <p>Save Design My Designs Photo Gallery Email Design Custom Design</p> <p>Enter your zip code to get shipping cost: <input type="text"/> <input type="button" value="Submit"/></p> <p>Quantity: <input type="text" value="1"/></p> <p><b>Ships in kit form, in 14 Business Days</b> Questions? Call us at 1-888-293-2339 Mon-Fri: 8AM-7PM   Sat: 10AM-3PM EST</p>	<p><b>Summary</b></p> <p><b>Quick Change Wizard</b></p> <p>Size: <input type="text" value="10'"/> ▾</p> <p>Material: <input type="text" value="Vinyl"/> ▾</p> <p>Item #: [HBW10VE] Base Price: \$4,599</p> <ul style="list-style-type: none"> <li>Cupola [\$339]</li> <li>Harbor Grey Composite Deck [\$599]</li> <li>Old English Pewter Asphalt Shingles [\$579]</li> </ul> <p><input type="checkbox"/> Includ. Options <input type="checkbox"/> Base Features <input type="checkbox"/> Base Specifications</p> <p>Price with Selected Options (Not including sales/promotions)</p> <p><b>\$6,116</b></p> <p><a href="#">Printable Summary</a></p> <p><a href="#">Request Spec Drawings</a></p> <p><a href="#">Need more Customizations?</a></p> <p> 1-888-293-2339 Mon-Fri: 8AM-7PM EST Sat: 10AM-3PM EST</p> <p> <a href="#">Live Chat Chat Now</a></p> <p><input type="checkbox"/> <a href="#">Email Us</a> Answers in 24 hours</p>
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 259 Queen Anne Rd. | Harwich, MA 02645 | 508.430.2800 | Fax 508.430.1115 | info@pineharbor.com  
 1.800.368.SHED | www.pineharbor.com

# Invoice

Date	Invoice #
6/23/2017	22132

Ship To

Town of Harwich /  
Cemetery Dept  
273 Queen Anne Road  
Harwich, MA 02645

Install Date	
6/23/2017	
Sold By	Built By
AI	AI

Customer Phone	Alternate Phone
508-430-7549	

Quantity	Item	Description	Price Each	Amount
	Gazebo	Gazebo - 10' Vinyl Octagon - Display Delivery + setup included	4,100.00	4,100.00

VENDOR	3496	
INV #	22132	
ORG	OBJECT	AMOUNT
16111002	578000	\$4,100.00
APPROVED BY	DEPARTMENT HEAD	
WARRANT NO.	WARRANT DATE	
17064	6-27-17	

Subtotal	\$4,100.00
Sales Tax (6.25%)	\$0.00
<b>Total</b>	<b>\$4,100.00</b>

## Well for Pet Cemetery Irrigation

TOWN OF HARWICH MAIN STREET HARWICH, MA 02645		<u><b>PRUDENT PROCUREMENT</b></u>		
DEPARTMENT: Cemetery Department		DATE: 4/12/2017		
	FIRM CONTACTED	TELEPHONE	ITEM(S) REQUESTED	QUOTE
NAME ADDRESS TOWN CONTACT	All Cape Well Drilling 460 Great Fields Road PO Box 126 Brewster, MA 02631	508-896-8690	4" PVC Well 4"x36" ST/ST Well SC Pump/Tank for Irrigation for Pet Cemetery	\$5,800.00
NAME ADDRESS TOWN CONTACT	Desmond Well Drilling 5 Rayber Road PO Box 2783 Orleans, MA 02653	508-240-1000	4" PVC Well 4"x36" ST/ST Well SC Pump/Tank for Irrigation for Pet Cemetery	8,520.00
NAME ADDRESS TOWN CONTACT	Atlantic Well Drilling, Inc. 255 Weir Road PO Box 339 North Eastham, MA 02651	508-255-1211	4" PVC Well 4"x36" ST/ST Well SC Pump/Tank for Irrigation for Pet Cemetery	6,500.00



CAPE COD TEST BORING

# Estimate

Date	Estimate #
4/11/2017	4356

**Mailing Address**

TOWN OF HARWICH  
BOARD OF HEALTH  
732 MAIN STREET  
HARWICH, MA 02645

**Site Address**

PET CEMETERY  
276 QUEEN ANNE ROAD  
HARWICH, MA

Phone 5084307500

E-mail AMY: AUSOWSKI@TOWN.HARWICH....

P.O. No.	Terms	Due on receipt
----------	-------	----------------

Description	Qty	Cost	Total
<p>Scope: Estimate to drill and install a 4" SCH40 PVC water well to an estimated depth of 60' with a 4"x36" stainless steel well screen, permitted, pumped off, developed and sampled; install a Franklin Subdrive15 15SDQP-1.5HP constant pressure pump and a Flexcon FT18 stainless steel water storage tank using all necessary fittings and labor; install a 1" water line, electrical conduit and 12/3 flat jacketed wire in the estimated 10 foot trench from the well to the tank and controller location; run off and set all controls. Water quality and quantity are not guaranteed. Truck access to the well location is assumed and is not included in this estimate.</p> <p>Note: There were no specifications provided. This estimate is subject to change as information becomes available. This estimate does not reflect prevailing wage rates.</p>			
DRILLING AND 4" SCH40 PVC WELL CASING (40' MINIMUM CHARGE)	60.0	21.00	1,260.00
WELL SCREEN 4"x36" ST/ST	1.0	425.00	425.00
WELL PERMIT	1.0	55.00	55.00
WATER ANALYSIS (STANDARD)	1.0	95.00	95.00
TEST HOLE/LABOR/DEVELOPMENT	1.0	375.00	375.00
WELL SEAL/IRRIGATION BOX/FITTINGS 1" FOR CONSTANT PRESSURE SYSTEM	1.0	660.00	660.00
FRANKLIN SUBDRIVE15 15SDQP1.5HP	1.0	2,475.00	2,475.00
FLEXCON FLOW-THRU FT18 TANK ST/ST	1.0	325.00	325.00
POLY PIPE 200# 1"	70.0	0.80	56.00
ELECTRICAL CONDUIT 1"	10.0	0.70	7.00
FLAT JACKET WIRE 12/3	70.0	1.60	112.00
HOUR(S) LABOR/2 MEN/SERVICE TRUCK	5.0	175.00	875.00
MATERIAL FOR 36" COVER/CULVERT AND PEDESTAL FOR THE PIT	1.0	1,800.00	1,800.00
<p>Note: Electrical connection from the controller location to the power source is not included. Connection from the well to the irrigation system is not included.</p> <p>All work is to be performed in a professional manner. Any additional work will involve additional cost. All material is guaranteed to be as specified, and the work is to be performed in accordance with the specifications attached on estimate. Desmond Well Drilling, Inc. is not responsible for underground utilities not made known to Desmond Well Drilling, Inc. Care will be taken to minimize impact to the job site. This estimate does not include any landscaping or repair to the yard.</p> <p>If you have any questions, please do not hesitate to call upon us. We look forward to hearing from you and working with you. Please sign where indicated below to accept the estimate. We request a deposit of \$1000.00 to begin the scheduling of the work to be done. Major credit cards are accepted for payment for our customer's convenience.</p> <p>Note: This estimate may be withdrawn by Desmond Well Drilling, Inc. if not accepted within 30 days. Price changes effectuated by the manufacturers will be passed on to the customer. Specified material or equivalent will be used.</p>			

Please sign to accept this estimate.

<b>Total</b>	<b>\$8,520.00</b>
--------------	-------------------

Thank you and we look forward to working with you.

Signature \_\_\_\_\_

all cape well drilling

P.O. Box 126  
MA 02631

# Estimate

Date	Estimate #
4/10/2017	162 Water W

Name / Address
Robbin Kelley Town Of Harwich Cemetary Harwich Ma

			Project
Description	Qty	Rate	Total
4" PVC Well Up to		0.00	0.00
4"X36" Stainless Steel Well Screen		0.00	0.00
Installation of 22 GPM SQE Computerized Submersible Well Pump		0.00	0.00
FT * Stainless Steel Tank		0.00	0.00
All Other labor fittings to complete system		0.00	0.00
Total Due		5,800.00	5,800.00
<b>Total</b>			<b>\$5,800.00</b>

## Robert Lawton

---

**From:** Robbin Kelley  
**Sent:** Friday, June 08, 2018 12:45 PM  
**To:** Robert Lawton  
**Subject:** Fwd: Well at Pet Cemetery

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Mary Harrington <allcapewell@comcast.net>  
**Date:** 6/7/18 4:44 PM (GMT-05:00)  
**To:** Robbin Kelley <rk Kelley@town.harwich.ma.us>  
**Subject:** Re: Well at Pet Cemetery

Hi Robbin

I did that well myself with the help of my wife Mary Harrington who is not only i Massachusetts licensed driller but a co-owner so prevailing rate would not apply

Thank you  
Shaun Harrington

Sent from my iPhone

On Jun 7, 2018, at 4:21 PM, Robbin Kelley <[rk Kelley@town.harwich.ma.us](mailto:rk Kelley@town.harwich.ma.us)> wrote:

Mary

I have had a request from the Assistant Town Administrator to find out if you paid prevailing state wage when you installed the well?

I wasn't sure if Sean had installed it or if you had to paid an employee?

Can you just send me an email response so that I can forwarded it back to him.

Robbin Marie Kelley  
Cemetery Administrator  
Town of Harwich  
Office: 100 Oak Street  
Mailing: 732 Main Street  
Harwich, MA 02645  
Phone 508-430-7549



Fax 508-430-7598

# Atlantic Well Drilling, Inc.

P.O. Box 339 - 255 Weir Rd.  
 North Eastham, MA. 02651  
 (508) 255-1211 Fax (508) 240-1591  
 More well info at [www.atlanticwelldrilling.com](http://www.atlanticwelldrilling.com)  
 More geothermal info at [www.capecodgeothermal.com](http://www.capecodgeothermal.com)

Ms. Robin Kelly	Date:	April 9, 2017
Harwich Cemetery Commission	Location:	276 Queen Ann Rd.
Harwich, MA	Telephone:	508-430-7549

### IRRIGATION WELL & PUMP SYSTEM

We propose to furnish Material and Labor complete with specifications below for the sum of :  
**Six Thousand, Five Hundred and no/100 (\$6,500.00) Dollars**  
**Payments: \$1,000.00 Deposit. Balance due upon completion of work.**  
**1.5% Finance charge per month on unpaid balances over 30 days.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**We hereby submit specifications and estimates for:**

ITEM DESCRIPTION	UNIT	UNIT COST	TOTAL
1. Mobilization & Test Drilling - Estimated Time per Hour	1	\$150.00	\$150.00
2. Drilling & 4" PVC Casing - Cost subject to depth, per ft.	60	\$20.00	\$1,200.00
3. 4" x 3' Well Screen and Development	1	\$775.00	\$775.00
4. Additional Screen, per ft., if required	0	\$175.00	\$0.00
5. Water Test (Chemical & Bacteria)	1	\$85.00	\$85.00
6. Water Test - VOC's <span style="float: right;">Not Req'd</span>	0	\$0.00	\$0.00
7			\$0.00
<b>Sub Total for Well</b>			<b>\$2,210.00</b>
8. 1 HP Submersible Pump, 15 GPM, 230V, 2W, stainless steel	1	\$1,750.00	\$1,750.00
9. Wire and Drop Pipe,	1	\$190.00	\$190.00
10. Well Seal, discharge piping, bleeder, irrigation box.	1	\$275.00	\$275.00
11. Trenching - New well to existing well, ft. <span style="float: right;">By Others</span>	0	\$0.00	\$0.00
12. Underground pipe & UF wire, ft. <span style="float: right;">By Others</span>	0	\$0.00	\$0.00
13. Well Tank, 4.5 gal, stainless steel	1	\$380.00	\$380.00
14. System Installation, labor, fittings, accessories	1	\$800.00	\$800.00
15. Electrical Work: wire new controls <span style="float: right;">By Others</span>	0	\$0.00	\$0.00
16. Smartflo Constant Pressure Controller	1	\$895.00	\$895.00
<b>Sub Total for System</b>			<b>\$4,290.00</b>
<b>TOTAL ESTIMATED COST</b>			<b>\$6,500.00</b>

**NOTES:**

Well location: Location to be determined. Well permit fee not included.  
 This estimate is for a variable speed well pump and a "Constant Pressure" controller.  
 Controller must be located in a weatherproof enclosure.  
 Well tank to be located underground in irrigation box. Power feed to well by others.  
 Final cost will be dependent upon actual quantities of above items. Minimum billing depth (Item #2) is 50 ft.  
 We are not responsible for subsurface or landscape damage during drilling and trenching operations.  
 Well water quantity or quality is not guaranteed. Water treatment systems available at additional cost.  
 Suitable access for drill rig is required. Any necessary clearing, grading, tree removal would be additional.

**One year guarantee for Labor and Materials.**

Signature: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_

If this Proposal is acceptable, please sign one copy and return with deposit check.

# Atlantic Well Drilling, Inc.

P.O. Box 339 - 255 Weir Rd.  
 North Eastham, MA. 02651  
 (508) 255-1211 Fax (508) 240-1591  
 More well info at [www.atlanticwelldrilling.com](http://www.atlanticwelldrilling.com)  
 More geothermal info at [www.capecodgeohermal.com](http://www.capecodgeohermal.com)

Ms. Robin Kelly	Date:	April 9, 2017
Harwich Cemetery Commission	Location:	276 Queen Ann Rd.
Harwich, MA	Telephone:	508-430-7549

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**Payments: \$1,000.00 Deposit. Balance due upon completion of work.**  
**1.5% Finance charge per month on unpaid balances over 30 days.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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7			\$0.00
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11. Trenching - New well to existing well, ft. <span style="float: right;">By Others</span>	0	\$0.00	\$0.00
12. Underground pipe & UF wire, ft. <span style="float: right;">By Others</span>	0	\$0.00	\$0.00
13. Well Tank, 4.5 gal, stainless steel	1	\$380.00	\$380.00
14. System Installation, labor, fittings, accessories	1	\$800.00	\$800.00
15. Electrical Work: wire new controls <span style="float: right;">By Others</span>	0	\$0.00	\$0.00
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 Well water quantity or quality is not guaranteed. Water treatment systems available at additional cost.  
 Suitable access for drill rig is required. Any necessary clearing, grading, tree removal would be additional.

**One year guarantee for Labor and Materials.**

Signature: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_

If this Proposal is acceptable, please sign one copy and return with deposit check.



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## Frequently Asked Questions

Things You Always Wanted to Know About a Water Well, but Didn't Know Who to Ask

**Q. How deep will my well be?**

A. Most wells on the Cape are between 30 and 150 feet deep. The average is about 50 feet. Your well depth will depend on the site location and the formations we encounter during the drilling process. We will make an estimate of your anticipated well depth as part of our written quotation prior to starting work.

**Q. How long does it take?**

A. Usually one day to drill your well and another day to perform the hook-up. However, it can take a week or more to obtain the well permit and Dig Safe clearance before starting work. Afterwards, it can take one to three weeks for the water test results to be returned from the lab.

**Q. How often should I have my water tested?**

A. Every year or two. Look for changes or trends in individual parameters.

**Q. Does the top of the well have to project above ground level?**

A. Normally, yes. The top of the well should project 6 to 18 inches above the ground and should be completed with an approved watertight well cap. This arrangement reduces the possibility of contamination entering the well from surface water.

**Q. Is there such a thing as underground rivers?**

A. Not on Cape Cod. Here ground water exists between the sand grains of saturated formations. Coarse sand and gravel formations produce higher well yields than fine and medium sand. Silt and clay layers are generally not suitable for developing a source of water.

**Q. We're buying a vacant piece of property. How can we have the water tested?**

A. If there is no well on the property it will be necessary to drill a well to obtain a water sample.

**Q. We're purchasing a lot. When should the well be installed?**

A. Many buyers decide that they want to know definitively the water quality and quantity before purchasing the property. This requires that the well be installed and the water tested before closing. If not done at this time, it will be necessary to drill the well as the first step in the building process and before obtaining the building permit.

**Q. Can the well be located anywhere on the property?**

A. No. Drinking water wells must meet minimum separation requirements from septic systems and setbacks from roads and property lines. Generally, an engineer must be engaged to prepare a site plan and layout the well location.

**Q. How is the site for the well chosen?**

A. The site engineer prepares a septic system design and locates the well in accordance with local regulations. The well driller may often advise on the well site location for obtaining the best water, ease of rig access, and eventual connection to the house.

**Q. Before hiring a well driller what should we ask him to provide?**

A. Ask the well driller for:

- A written, itemized estimate for the exact work required for your job
- A certificate of insurance coverage
- A list of the driller's licenses and certifications
- A schedule of when the work will be performed

**Q. How can we tell if our well has "failed"?**

A. Unfortunately, there are often no obvious warning signs until there is no water coming out of the faucets. Some possible warning signs are:

- The pump runs for a longer period of time
- The water is somewhat dirty or rusty
- There is lower volume and/or pressure than in the past during heavy water use

**Q. What's causing the green stains in my shower?**

A. Your water is acidic (low pH); this is the case with nearly all the well water on Cape Cod. The acidic water attacks the copper piping in your house causing the copper to leach into the water. The elevated copper in the water results in green or blue stains in the shower or tub. Left untreated this will eventually result in pinhole leaks in the plumbing system. The usual correction is installation of a whole house neutralizing filter system

**Q. What's causing the brown stains in the toilet?**

A. These stains are caused by elevated iron or perhaps manganese in the water. This problem can be corrected by the installation of the proper filter.

**Q. Why is the water pressure so poor in my house?**

A. You probably have either an older well system that is no longer capable of providing the desired pressure or the water pipes may be undersized.

**Q. Why is a well more than just a hole in the ground?**

A. We consider a well to be an engineered water intake structure. Not all wells are created the same. The time and attention to detail spent drilling your well will be reflected in the yield, water quality, and long term life of the well. Our objective is to produce the highest possible yield, free of sand and silt, which will be sustained for many years without the need of well maintenance or redevelopment.

**Q. What factors determine the price of the well? Aren't they all installed the same way?**

A. Each well is unique. The cost will be affected by the following factors:

- Well depth
- Well screen length and material
- Method of drilling
- Extent of test drilling required to locate best water bearing formation
- Difficulty of site access

- Size of pump and tank
- Amount of trenching and other factors unique to your property.

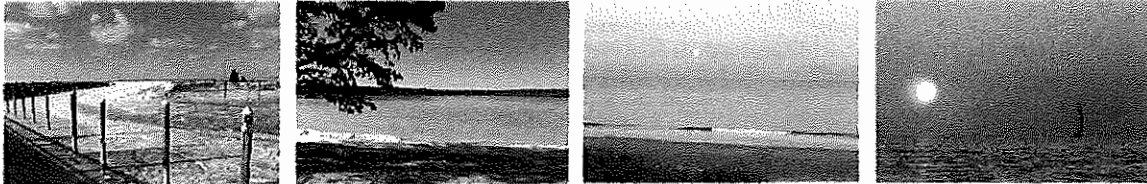
**Q. How do I compare quotes?**

A. It's usually difficult. Drillers use different installation methods, different materials, and will make different assumptions regarding the above factors in preparing an estimate. You should expect the driller to visit your property and prepare an estimate that is specific to your job. You should expect him to include all work that is necessary for a complete job so there are no surprises at the end.

Price should not be the only consideration. Check into the driller's reputation for quality work, his ability to meet schedule commitments, his response to customer concerns, and most importantly, his reputation for providing prompt service when an emergency arises.

---

## Cape Cod Photos



Call us Today 508-255-1211  
ron@atlanticwelldrilling.com  
PO Box 339 North Eastham, MA 02651

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all cape well drilling

P.O. Box 126  
MA 02631

# Invoice

Date	Invoice #
6/6/2017	70

Bill To
Robbin Kelley Town Of Harwich Cemetary Harwich Ma

Description	Amount
4" PVC Well Up to	0.00
4"X36" Stainless Steel Well Screen	0.00
Installation of 22 GPM SQE Computerized Submersible Well Pump	0.00
FT * Stainless Steel Tank	0.00
All Other labor fittings to complete system	0.00
Total Due	5,800.00

VENDOR #	160	
INV #	70	
ORG	OBJECT	AMOUNT
1611002	52300	\$ 5,800
APPROVED BY	<i>Robbin Kelley</i>	
	DEPARTMENT HEAD	
WARRANT NO.	WARRANT DATE	
T17062	6/13/17	

Phone #	E-mail	<b>Total</b>	\$5,800.00
5088968690	allcapewell@comcast.net		

LEN KALBACH - ELECTRICIAN  
P. O. Box 112  
Harwichport, MA 02646  
Phone: 508-432-5591

Town of Harwich  
Cemetery Dept.

Per Cemetery Queen Anne Rd

DATE	DESCRIPTION	CHARGES
7-20-17	INSTALL 100 AMP Electric Service Underground	
	Materials Labor Permit	2,300

Thank You

*[Signature]*

VENDOR	21641		
WV #	PE/EI 72017		
ORG	OBJECT	AMOUNT	
1611002	518000	\$ 2300.-	
APPROVED BY	<i>[Signature]</i> DEPARTMENT HEAD		
WARRANT NO.	WARRANT DATE		
718008	Aug 10, 2017		





LEN KALBACH - ELECTRICIAN  
P. O. Box 112  
Harwichport, MA 02646  
Phone: 508-432-5591

LEN KALBACH - ELECTRICIAN  
P. O. Box 112  
Harwichport, MA 02646  
Phone: 508-432-5591

Town of Harwich

Town of Harwich

*Per Cemetery*

*Per Cemetery*

DATE	DESCRIPTION	CHARGES
	Materials	
12-3	Sealure Whip	25
	1/4" PVC Fittings	15
	Handy Box	10
	W/P/GFI Cover	15
	GFI outlet	20
	Panel Board	20
	Materials	475
	Labor	1200
	Total	1675

VENDOR #	2641		
INV #	Thru Per Cem 10/6/17		
ORG	OBJECT	AMOUNT	
6411002	533000	\$ 1675.	
APPROVED BY	[Signature]		
BY	DEPARTMENT HEAD		
WARRANT NO.	WARRANT DATE		
T-18024	11/7/17		

DATE	DESCRIPTION	CHARGES
9-2-16	install 30 amp 220v Power Line From Main Road to underground pump	
	Labor 8 hrs	600
10-6-17	wire underground pump Panel - outlet - and Controls inside pit	
	Labor 8 hrs	600
	Labor	1200
	Materials	
	8 circuit weatherproof Panel	75
	30 amp breaker	2 20
	20 amp breaker	1 15
	10-3' UF wire	130' 140
	1/4" PVC	130' 110
	Weatherproof Box	10



**ACME - SHOREY**  
**PRECAST CONCRETE PRODUCTS**  
 Carver - Falmouth - Harwich  
 MAILING: P.O. BOX 374 • N. Falmouth, MA 02556  
 PHONE (508) 548-9607 FAX (508) 548-1664  
 TOLL FREE: 1-800-560-9949

**Invoice**  
 Invoice Number:  
 14396  
 Invoice Date:  
 Sep 18, 2017  
 Page:  
 1

Sold To:

Ship To:

Harwich Highway & Main St  
 PO Box 1543  
 Harwich, MA 02645

DELIVER DROP  
 CHRIS -  
 276 QUEEN ANNE ROAD  
 HARWICH, MA

Requested Time	Time Out	Time In	Sales Order #	Quoted
				(y)
Customer ID	Customer PO	Payment Terms		
HARWICHDFW	PO CEMETERY DEPT	Net 30 Days		
Sales Rep ID	Shipping Method	Ship Date	Due Date	
Diane	CUR TRUCK	9/18/17	10/18/17	
Quantity	Item	Description	Unit Price	Extension
1.00	DRIVER- DM	Well Fit 6X4 H-20	544.00	544.00
1.00	32" X 4" FLAT COVER, HEAVY DUTY.	*** ACROSS FROM HIGHWAY DEPT, AT NEW PET CEMETERY**	96.00	96.00

VENDOR	22137	
INV #	14396	
ORG	OBJECT	AMOUNT
1611002	52300	\$ 640.-
APPROVED BY	<i>[Signature]</i> DEPARTMENT HEAD	
WARRANT NO.	718024	
WARRANT DATE	11/9/17	

I have examined the products delivered for any damage. Our company will accept them as they are, with the signing of this slip. Notice maximum time 30 mins - \$100.00 per hour after 30 mins. 1 yr limited warranty on concrete products.

AUTHORIZED SIGNATURE: *[Signature]*

By the signing of this invoice, the agent for the above named company, gives Acme Precast the authority to collect amount(s) due and makes the above named company responsible for any balance of invoice, including all collection costs, court and attorney fees, if necessary.

Subtotal	640.00
Sales Tax	
Invoice Amount	640.00
Credit Applied	
<b>TOTAL</b>	<b>640.00</b>

Acme - Shorey is not responsible for any damages incurred by our equipment to property or dwelling after truck leaves State or Town pavements.

L&C Fence Company Inc.  
 4660 Route 6; P.O. Box 180  
 N. Eastham, MA 02651  
 508-385-2727; 508-255-1710  
 508-240-5035 fax

# Invoice

	Invoice #
2/26/2018	111050

Ship To
Harwich Cemetary

Bill To
Town of Harwich Highway Dept Harwich, MA 02645 508-237-0780 508-430-7598

P.O. No.	Terms	Due Date
		2/26/2018

Description	Qty	Rate	Amount
To repair 6' high chain link fence		500.00	500.00

VENDOR	13490	
INV #	111050	
ORG	OBJECT	AMOUNT
1611002	578000	\$ 500.-
APPROVED BY	<i>[Signature]</i>	
	DEPARTMENT HEAD	
WARRANT NO.	WARRANT DATE	
118045	3/6/18	

We require payment in full on completion of installation.  
 Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Total	\$500.00
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$500.00</b>

## Sales Invoice



Stronger Together

South Dennis MA #644  
128 Great Western Rd  
South Dennis, MA 02660-3715  
W: (508)394-2193

Sold To:

Town Of Harwich DPW (#387092)  
PO Box 1543  
Harwich, MA 02645-6543  
C: (508)237-0780 F: (508)430-7598

Ship To:

Town Of Harwich DPW (#387092)  
PO Box 1543  
Harwich, MA 02645-6543  
F: (508)430-7598 F: (508)430-7598

For Chemical Emergency Spill, Leak, Fire, Exposure, or Accident Emergency Response Assistance, call: CHEMTREC Day or Night- 1 (800) 424-9300

Ordered	Order#	PO#	Invoiced	Invoice#
04/09/2018	T0744772	Cemetery	04/09/2018	85061911

Printed	Requested for	Shlp Via	Customer Contact	Sales Associate
04/09/2018		Customer Pick up	Rich Berube	Donald McMahon

LN	Item #	Description	Qty Ordered	Qty Shipped	Qty Open	Net Price	Ext. Price
1	CR125300125PE4710	1 1/4 X 300 Ft 125 Lb 4710 Nsf Poly	900	900	0	0.559 / FT	503.100
2	CR150100100NN	1 1/2 X 100 Ft 100 Lb Utility Non-Nsf Poly	200	200	0	0.662 / FT	132.400
3	1401-168	1 1/4 X 1 PVC Reducing Tee Insert X Insert Sprs	24	24	0	1.664 / EA	39.936
4	CR125100125PE4710	1-1/4 x 100 FT 125 LB 4710NSF POLY	200	200	0	0.518 / FT	103.600

Please remit payment to:  
SiteOne Landscape Supply, LLC  
24110 NETWORK PLACE  
CHICAGO, IL 60673-1241

Pay by 05/15/2018

Subtotal: \$779.04  
Sales Tax: \$0.00  
Freight: \$0.00  
Total: \$779.04  
Total Payment: \$0.00  
Amount Due: \$779.04

Early Order Program: (ZK) Commonwealth of Massachusetts FAC104

*Tom G*

**CUSTOMER SIGNATURE:**

SiteOne Landscape Supply warrants that all products conform to the description on the label. Because conditions of use, which are of critical importance are beyond our control, seller makes no warranty, expressed or implied, concerning the use of these products. No employee of the company is authorized to make any warranty or representation, expressed or implied, concerning our products. Always follow directions and carefully observe all precautions on the label or manufacturer's instructions. Products used contrary to directions may cause serious plant or personal injury. Buyer assumes all risk of use of handling whether in accordance with direction or not and accepts the products sold to him by this company on these conditions.



**CUSTOMER OBSESSED** | TOBIN LOVERING | Area Manager  
401-230-9124 | T.Lovering@SiteOne.com

We are 100% committed to your success. Please don't hesitate to contact me directly at the number above with feedback and input regarding your visit to our store today.

VENDOR #	61032 PET CEMETERY	
INV #	85061911	
ORG	OBJECT	AMOUNT
1611002	523000	\$ 779.04
APPROVED BY	DEPARTMENT HEAD	
WARRANT NO.	WARRANT DATE	
718051	4/10/18	

Cemetery

### Sales Invoice



Stronger Together

South Dennis MA #644  
128 Great Western Rd  
South Dennis, MA 02660-3715  
W: (508)394-2193

Sold To:

Town Of Harwich DPW (#387092)  
PO Box 1543  
Harwich, MA 02645-6543  
C: (508)237-0780 F: (508)430-7598

Ship To:

Town Of Harwich DPW (#387092)  
PO Box 1543  
Harwich, MA 02645-6543  
F: (508)430-7598 F: (508)430-7598

For Chemical Emergency Spill, Leak, Fire,  
Exposure, or Accident Emergency Response  
Assistance, call: CHEMTREC  
Day or Night- 1 (800) 424-9300

Ordered	Order#	PO#	Invoiced	Invoice#
04/12/2018	T0818313	Cemetery	04/12/2018	85117792
Printed	Requested for	Ship Via	Customer Contact	Sales Associate
04/12/2018		Customer Pick up	Rich Berube	Kristen Seymour

LN	Item #	Description	Qty Ordered	Qty Shipped	Qty Open	Net Price	Ext. Price
1	121-DURA	12 X 17 X 12 Green Valve Box Dura	3	3	0	20.488 / EA	61.464
2	7548PVCN	3/4 X 48 PVC Nipple Tbe Sch 80	6	6	0	5.082 / EA	30.492
3	770T07N	1 1/2 PVC Ball Valve Nsf Threaded	3	3	0	3.640 / EA	10.920
4	1407-167	1 1/4 X 3/4 PVC Insert Reducing 90 Ell Ins X Fpt	3	3	0	1.696 / EA	5.088
5	1406-015	1 1/2 90 Ell Ins X Ins Poly Fitting	2	2	0	1.438 / EA	2.876
6	1436-212	1 1/2 X 1 1/4 PVC Reducing Male Adapter Mpt X In	4	4	0	1.841 / EA	7.364
7	1436-015	1 1/2 Insert Male Adapter Poly Fitting	5	5	0	0.905 / EA	4.525
8	1402-015	1 1/2 X 1 1/2 X 1 1/2 Comb Red Tee Poly Fitting	2	2	0	4.327 / EA	8.654
9	1407-010	1 90 Ell Ins X Fipt Poly Fitting	2	2	0	1.264 / EA	2.528
10	439-131	1 x 3/4 Red Bushing MIPT X Fipt PVC Fitting	3	3	0	1.148 / EA	3.444
11	646BV04	3/4" Hose Bibb Ball Valve	6	6	0	8.540 / EA	51.240
12	PLAINBLUEGLOFLAG	Plain Blue Glo Marking Flag 4X5X21	100	100	0	0.099 / EA	9.900
13	86020	1/2 X 520 Teflon Tape	2	2	0	0.503 / EA	1.006

Please remit payment to:  
SiteOne Landscape Supply, LLC  
24110 NETWORK PLACE  
CHICAGO, IL 60673-1241  
Pay by 05/15/2018

VENDOR #	16103	Subtotal:	\$199.50
INV #	85117792	Sales Tax:	\$0.00
ORG	OBJECT	Freight:	\$0.00
1611002	520000	Total:	\$199.50
		Amount Due:	\$199.50

Early Order Program: (ZK) Commonwealth of Massachusetts FACIDA

APPROVED BY: *[Signature]*  
DEPARTMENT HEAD

WARRANT NO. *78052* WARRANT DATE *4-12-18*

#### CUSTOMER SIGNATURE:

SiteOne Landscape Supply warrants that all products conform to the description on the label. Because conditions of use, which are of critical importance are beyond our control, seller makes no warranty, expressed or implied, concerning the use of these products. No employee of the company is authorized to make any warranty or representation, expressed or implied, concerning our products. Always follow directions and carefully observe all precautions on the label or manufacturer's instructions. Products used contrary to directions may cause serious plant or personal injury. Buyer assumes all risk of use of handling whether in accordance with direction or not and accepts the products sold to him by this company on these conditions.



CUSTOMER OBSESSED

TOBIN LOVERING | Area Manager  
401-230-9124 | TLoivering@SiteOne.com



SOUTH DENNIS MA  
128 GREAT WESTERN RD  
SOUTH DENNIS, MA 02660-3715  
PHONE # 508-394-2193

# INVOICE

REMIT TO:

SITEONE LANDSCAPE SUPPLY, LLC  
24110 NETWORK PLACE  
CHICAGO, IL 60673-1241

OUR ORDER NO.	INVOICE DATE	INVOICE NO.	PAGE
T0755672	04/11/18	85106194	1

SHIPPED TO:

TOWN OF HARWICH DPW  
PO BOX 1543  
HARWICH, MA 02645-6543

000054 Grp No: 000054 Page: 3 of 3 (Seq# 120)  
TOWN OF HARWICH DPW  
PO BOX 1543  
HARWICH MA 02645-6543



CUSTOMER CODE	SALES MAN	SHIPPED VIA	DATE SHIPPED	TERMS	CUSTOMER ORDER NO.
387092	CTT	CUSTOMER PICK UP	04/11/18	NET 15TH PRX	

PRODUCT CODE	DESCRIPTION	INVOICE QUANTITY	B/O QUANTITY	UNIT	PRICE	AMOUNT
1401-168	1 1/4 X 1 PVC REDUCING TEE INSERT X INSE	25	0	EA	1.665	41.63
SL135SS	KWIKCUT 1-5/8"OD SPRING ACTION BLACK/STA	1	0	EA	21.005	21.01
81902	3/4"-11/4" WIRE MESH GRIP W/SWIVEL 18" L	1	0	EA	90.985	90.99

VENDOR #	16103	
INV #	85106194	
ORG	OBJECT	AMOUNT
1611002	523000	\$ 153.63
APPROVED BY	<i>[Signature]</i> DEPARTMENT HEAD	
WARRANT NO.	778055	
WARRANT DATE	1 May 2018	

BY ACCEPTANCE OF THIS MERCHANDISE YOU AGREE TO PAY A 1.5% PER MONTH LATE CHARGE (18.0% PER ANNUM) OR THE HIGHEST RATE ALLOWED BY LAW. LATE CHARGES START ON THE DAY FOLLOWING THE DUE DATE.

THESE GOODS WERE PRODUCED IN COMPLIANCE WITH APPLICABLE REQUIREMENTS OF SECTIONS 6, 7, AND 12 OF THE FAIR LABOR STANDARDS ACT AS AMENDED.

RETURNS MUST HAVE OUR PRIOR CONSENT. ORIGINAL INVOICE NO WITH DATE MUST BE FURNISHED. RESTOCKING, RECONDITIONING AND FREIGHT CHARGES ARE APPLICABLE ON RETURNS.

153.63	0.00	0.00	0.00	0.00		<b>TOTAL INVOICE</b>
<b>LINE TOTAL</b>	<b>OTHER CHARGES</b>	<b>DELIVERY CHARGE</b>	<b>TAXABLE AMOUNT</b>	<b>SALES TAX</b>	<b>HST</b>	153.63

DATE DUE  
05/15/18



SOUTH DENNIS MA  
128 GREAT WESTERN RD  
SOUTH DENNIS, MA 02660-3715  
PHONE # 508-394-2193

# INVOICE

REMIT TO:

SITEONE LANDSCAPE SUPPLY, LLC  
24110 NETWORK PLACE  
CHICAGO, IL 60673-1241

OUR ORDER NO.	INVOICE DATE	INVOICE NO.	PAGE
T0849164	04/13/18	85142431	1

SHIPPED TO:

000045 Grp No: 000045 Page: 3 of 3 (Seq# 103 )  
TOWN OF HARWICH DPW  
PO BOX 1543  
HARWICH MA 02645-6543

TOWN OF HARWICH DPW  
PO BOX 1543  
HARWICH, MA 02645-6543



CUSTOMER CODE	SALES MAN	SHIPPED VIA	DATE SHIPPED	TERMS	CUSTOMER ORDER NO.
387092	SEY	CUSTOMER PICK UP	04/13/18		CEMETARY

PRODUCT CODE	DESCRIPTION	INVOICE QUANTITY	BO QUANTITY	UNIT	PRICE	AMOUNT
93172314	CLAMP-PVC-3/4 CONDUIT CLAMP PVCPA GENERI	31	0	EA	0.537	16.65
7536PVCN	3/4 X 36 PVC NIPPLE TBE SCH 80	6	0	EA	6.088	36.53
CR1100100NN	1 X 100 FT 100 LB UTILITY NON-NSF POLY	100	0	FT	0.199	19.90

**16103**

INV #	85142431	
ORG	OBJECT	AMOUNT
1611002	523000	\$ 73.08
APPROVED BY	[Signature]	
	DEPARTMENT HEAD	
WARRANT NO.	WARRANT DATE	
T18055	1 May 2018	

BY ACCEPTANCE OF THIS MERCHANDISE YOU AGREE TO PAY A 1.5% PER MONTH LATE CHARGE (18.0% PER ANNUM) OR THE HIGHEST RATE ALLOWED BY LAW. LATE CHARGES START ON THE DAY FOLLOWING THE DUE DATE.

THESE GOODS WERE PRODUCED IN COMPLIANCE WITH APPLICABLE REQUIREMENTS OF SECTIONS 6, 7, AND 12 OF THE FAIR LABOR STANDARDS ACT AS AMENDED.

RETURNS MUST HAVE OUR PRIOR CONSENT. ORIGINAL INVOICE NO. WITH DATE MUST BE FURNISHED. RESTOCKING, RECONDITIONING AND FREIGHT CHARGES ARE APPLICABLE ON RETURNS.

LINE TOTAL	OTHER CHARGES	DELIVERY CHARGE	TAXABLE AMOUNT	SALES TAX	HST	TOTAL INVOICE
73.08	0.00	0.00	0.00	0.00		73.08
						DATE DUE
						05/15/18



**Bid Opening Minutes**  
*Thursday, November 16, 2017*  
**Pet Cemetery Walkway**

At 2:00 P.M., November 16, in the presence of Paul Sweetser, and Robbin Kelley, Bob Cafarelli received and opened sealed bids for the construction of a walkway at the Pet Cemetery on Queen Anne Road. The project was broken down into three roughly equal phases.

One bid was received:

<b>Company Name</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
Cape Cod Builders	\$23,236	\$22,800	\$23,645

The bids were taken under advisement for review by the Cemetery Department for recommendation to the Board of Selectmen for award of contract at a later date.

Notes by: Bob Cafarelli, Town Engineer

## Cemetery Commission

### Minutes of the Meeting – Monday June 26, 2017

The meeting of the Harwich Cemetery Commission was at the Cemetery Office 100 Oak Street, Harwich. Commissioner Chair Cynthia Eldredge, Commissioners Wilfred Remillard, Paul Doane and Administrator Robbin Kelley were in attendance.

Meeting Called to Order at 8:15 a.m. by Cynthia Eldredge.

#### Approval of the Minutes

Wilfred Remillard approved the minutes of April 24, 2017 and it was seconded by Cynthia Eldredge.

#### Correspondence from Town Hall & Associations

1. Letter form Sister Helen Anne Wolk conveying her cemetery lots to her niece.
2. Email from Katie McCue to Robbin Kelley on her acceptance into Suffolk Certificate Program starting Friday 15<sup>th</sup> of September 2017.
3. Letter from Amu Usowski on flagging on the bordering vegetated wetland around the lily pond has been completed.
4. Letter from Charlene Miranda Fisher on her family plot in Island Pond Cemetery. Wilfred Remillard makes motion to not approve an additional bench as a upright memorial is already on the lot and does not conform with the Rules and Regulations for memorialization, it was seconded by Paul Doane. It was a unanimous vote.
5. Internal Control Procedures over Departmental Expenditures FY2017 per MGL Chapter #41 S/S/58 dated May 19 and June 14 of 2017.
6. Monthly Revenue reports FY 2017 Year to Date form May 19 and June 14 of 2017
7. Email from Wendy Tullock on End of Year Closing. Paul Doane makes motion to review all Cemetery Accounts, including the Perpetual Care Account, Pine Grove Association Funds and Reports with the Town Treasurer it was seconded by Wilfred Remillard. It was a unanimous vote.
8. **Email from Paula Champagne on legal request of designation of Pet Cemetery form the Board of Health.** Response from Paula John Giorgio asked me to respond to your request for a legal opinion referenced above. You have requested an opinion regarding the role if any the Board of Health has under General Laws, chapter 114, in the establishment of a pet cemetery. In my opinion, General Laws, Chapter 114 does not apply to the burial of animals or the establishment of pet cemeteries. Section 1 of Chapter 114, specifically defines a “cemetery” as “an area of land set aside and dedicated for the final disposition of the remains of a deceased person.” Given the specific reference to the burial of a deceased person versus the burial of an animal or pet in the definition of a “cemetery” contained in Section 1, in my opinion all references to a cemetery in Chapter 114 refer to the burial of human remains and not to the burial of pets.

9. Paul Doane makes motion for the Cemetery Administrator to search for names for the pet burial ground, it was seconded by Wilfred Remillard. It was a unanimous vote.
10. Old Business Carbonneau Lot layout has been completed in Mount Pleasant Cemetery. Kelley Cemetery Deeds and Land Survey is still ongoing waiting on Paul Sweetser.
11. New Business Wilfred Remillard makes a motion to address the recent erosion at Island Pond Cemetery since the removal of dead trees. It was seconded by Paul Doane to look into possible solutions and to visit the all the cemeteries to address maintenance issues. It was a unanimous vote.
12. Gall Wasps and Gypsy Moths have returned to the cemeteries a request to have the trees sprayed by Arbortech. Paul Doane makes a motion not to have the trees sprayed as it is too late in the season and the damage has already been done, it was seconded by Wilfred Remillard who states that is should be put on a schedule for next May to be sprayed. It was a unanimous vote.
13. Paul Doane makes the motion we adhere to the expenditure of the bid process and approve the Strip/Loam & Seed for the Pet Burial Grounds, it was seconded by Cynthia Eldredge and was a unanimous vote.
14. New Deed for Thomas & Janet O'Leary in Evergreen for 109\* Nickerson Avenue for \$800.00.
15. New Deed for Douglas & Mary Walsh for 216 Pond Grove Island Pond Cemetery for \$500.00.

The meeting was adjourned at 10:03 A.M.

Respectfully Submitted,

Robbin Kelley,  
Cemetery Administrator

Cemetery Commission  
Minutes of the Meeting – June 5, 2018

The meeting of the Harwich Cemetery Commission was at 100 Oak Street, Harwich, Commissioners Cynthia Eldredge, Karen Young and Administrator Robbin Kelley were in attendance.

Meeting Called to Order at 8:06 a.m. by Cynthia Eldredge.

Approval of the Minutes

Cynthia Eldredge approved the minutes of May 1, 2018 and it was seconded by Karen Young.

Correspondence from Town Hall & Associations

1. Discussion of Pet Cemetery and when the name changed from Pet Cemetery to Pet Burial Ground. Karen Young requested the date of change and by whom. Deborah I Ecker from KP Law sent legal opinion it was emailed to Robbin Kelley by Christopher Clark on August 21, 2017 that Chapter 114 does not apply to the burial of animals or the establishment of Pet Cemeteries.
2. Email from Dan Pelletier on Mount Pleasant water line leak. Steve Hicks, water department employee surveyed and flagged water leak but believes that there may be additional leaks. Karen Young make a motion to put in work order to get the water turned back on, if it can't be turned back on then to install a line against the fence so that we will be able to provide water to maintain family lots. It was seconded by Cynthia Eldredge. Cynthia Eldredge would also like Robbin Kelley to explore replacement of the aging water system and see if the DPW would be able to assist with the installation of a new system and if not to provide guidance.
3. Email from Eileen Gay on Conditions of the Lily Pond, overgrowth. Robbin Kelley responded to Eileen Gay that the pond was a wetland and we were working with the Conservation Agent, Amy Usowski. Amy responded to email that we will be working on cleaning up the pond area and looking at possibly dredging the pond, we will need approval from Massachusetts Department of Environmental Protection as well as the local Conservation Commission. Permitting does take a bit of time, but we are in the process of working on it. Eileen Gay thanks the Cemetery Administrator and Conservation Agent for their quick response and for updating her on the process.
4. Review of public request documents sent to Anita Doucette request by Tom Birch.
5. Karen Young made a motion that at our next meet we tour Island Pond Cemetery Cynthia Eldredge seconds.
6. Discussion on Paw Palooza at Dennis Yarmouth High School Robbin Kelley will not get information booth this year the next Paw Palooza will be in 2020.
7. Phone call from Beverly Lamond on rhododendron that was damaged in the last storm and was leaning over her aunt's gravestone and requested it be removed. Work order was created and completed by the Cemetery Department. Cemetery Administrator phone Mrs. Lamond and gave her update.
8. Request from volunteers to connect with Facebook page for gravestone cleaning. Cynthia Eldredge makes a motion the page be private for use by volunteers only and that it be named Harwich Gravestone Preservation it was seconded by Karen Young. Page was created and will be a closed group for use by the volunteers to coordinate workgroups for cleaning stones.

**OFFICE OF THE TOWN ADMINISTRATOR**

---

Phone (508) 430-7513

Fax (508) 432-5039




**Robert C. Lawton, Jr.**  
*Interim Assistant Town Administrator*

732 MAIN STREET, HARWICH  
02645

## MEMO

TO: Board of Selectmen

FROM: Robert C. Lawton, Jr.  
Interim Assistant Town Administrator 

CC: Chris Clark  
Town Administrator

RE: Notification to Retirees – Health Insurance

DATE: June 4, 2018

---

When someone retires from the Town of Harwich and is part of the Town health insurance program the person can maintain that coverage throughout their retirement. It is also the case that if a person retires from the Town of Harwich and does not have the Town health insurance or drops the coverage that person may come back at any time during their lifetime and ask to be reinstated. This creates a potentially large unknown liability for the Town.

Many communities on Cape Cod, and I assume off Cape, have a policy or regulation adopted by the Board of Selectmen that provides a retiree the period of one year to decide if the person wishes to remain or join the Town's health insurance plan. This provides the retiree with the option to keep or join the Town plan and gives the Town the ability to plan for the health insurance liability.

I would ask the Board of Selectmen to adopt the attached regulation, which has been reviewed by Town Counsel. We would then notify all current Town of Harwich retirees, by letter, who are not on the health insurance plan of the one year opportunity and also notify new retirees upon the date of their retirement of the option. Thank you for your consideration of this request.

## RETIREE HEALTH INSURANCE Regulation 2018

Subject to any eligibility rules or regulations proscribed by the town's health insurance plans, persons retiring from service to the Town of Harwich pursuant to G.L. c 32 (the public pension law), and who are not enrolled in a town-sponsored health insurance plan at the time of retirement, have one year from the date of retirement to opt in to participate in a town-sponsored health insurance plan as a retiree, as follows: retirees wishing to opt in during this one year time period may only be enrolled either at the next open enrollment period within one year after date of retirement, or, upon a qualifying event occurring within one year from the date of retirement. Written notification of such "opt in" must be given in writing to the Harwich Town Treasurer.

Those retirees who are enrolled in a town-sponsored health insurance plan at the time of retirement must sign the town provided form stating they will remain in the plan.

If a retiree who is enrolled in a town-sponsored health insurance plan chooses to opt out of such plan they may not return to any town-sponsored health insurance plan once they have opted out.



# TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

TEL. 508-430-7501 FAX. 508-430-7504

Amy Bullock  
Treasurer / Collector

Nancy Knepper  
Assistant Treasurer/Collector

## IMPORTANT RETIREE INFORMATION REGARDING TOWN SPONSORED HEALTH INSURANCE

Subject to any eligibility rules or regulations proscribed by the town's health insurance plans, persons retiring from service to the Town of Harwich pursuant to G.L. c 32 (the public pension law), and who are not enrolled in a town-sponsored health insurance plan at the time of retirement, have one year from the date of retirement to opt in to participate in a town-sponsored health insurance plan as a retiree, as follows: retirees wishing to opt in during this one year time period may only be enrolled either at the next open enrollment period within one year after date of retirement, or, upon a qualifying event occurring within one year from the date of retirement. Written notification of such "opt in" must be given in writing to the Harwich Town Treasurer.

If a retiree who is enrolled in a town-sponsored health insurance plan chooses to opt out of such plan they may not return to any town-sponsored health insurance plan once they have opted out.

Your signature below acknowledges that you have received and understand this policy.



I am currently enrolled in a town-sponsored health insurance plan and intend to remain enrolled at this time. I understand if I choose to opt out at any time, I cannot opt back in.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



I am NOT currently enrolled in a town-sponsored health insurance plan. My retirement date is \_\_\_\_\_ and I understand I have one year with a qualifying event from the date of retirement, or until the next open enrollment period following date of retirement to opt in to a Town-sponsored plan.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**OFFICE OF THE TOWN ADMINISTRATOR**

---

Phone (508) 430-7513

Fax (508) 432-5039



**Christopher Clark**  
*Town Administrator*

732 MAIN STREET, HARWICH  
02645

## MEMO

TO: Town of Harwich Retiree

FROM: Christopher Clark  
Town Administrator

CC: Treasurer/Collector

RE: Health Insurance Options

DATE: 2018

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I would like to congratulate you on your retirement from your service to the Town of Harwich. As you retire you need to decide if you wish to continue or start your health insurance coverage with the Town.

It is the policy of the Board of Selectmen that retirees have one year after the date of retirement to join or come into the health insurance plan. If you have not joined the health plan by the end of your first year of retirement, you will not be allowed to re-enter the plan at a later date. A copy of the Regulation adopted by the Board of Selectmen is attached. Please give a great deal of thought to your decision, as after one year you will not be eligible to join or rejoin the group insurance coverage.

If you need details on the plans offered by the Town please contact the Harwich Treasurers' office at 508-430-7501. Once you decide on joining or not joining we ask that you notify the Treasurer's office in writing. If we do not hear from you within the year we will assume that you are not interested in the health plan now or in the future.

We wish you well on your retirement



## TOWN OF HARWICH, MASSACHUSETTS

Position Title: COMMUNITY CENTER DIRECTOR  
Classification: M-5 40 Hours

### Statement of Duties

The Director of the Community Center is responsible for the development and implementation of policies and procedures for the operation of the Harwich Community Center, management and scheduling of facilities and performing administrative, supervisory and support work; other related work, as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Supervising the daily operation of the Community Center. Including, but not limited to five activity rooms, two weight rooms, gym area, counseling rooms, industrial kitchen, central office for Channel 18, Council on Aging area, Veterans Affairs Office, Town Nurse area and Cemetery Administrator area.

Schedules the use of the facility to meet daily, weekly and monthly program needs; maintains contact and liaison with other town departments, such as Recreation, Council on Aging and other organizations using facilities. Currently the building is used by over 125 groups, organizations and individuals.

Responsible for special program events at the Center. Examples: Halloween party, egg hunts, indoor Farmers Market. Blood drives and other related special events.

Performs facility management functions, including fiscal management and budget preparation, with presentations to the Finance Committee and Board of Selectmen. Acts as procurement officer for the Community Center

Oversees building maintenance functions; assists custodians with setup of facilities and ensures that facility security is maintained; ensures that kitchen operations meet appropriate health standards; supervises the weight training room. Makes recommendations on carpet replacement, kitchen equipment, painting of interior, HVAC replacement and other cosmetic and safety equipment.

Conducts marketing and promotional activities; programs events.

Receives proper training to issue US Passports

Attend initial and recurring training to receive the Serve Safe certification

Designs, promotes and implements community programs.

Provides information to the community regarding activities at the Community Center forms other similar or related duties, as required or as situation dictates.

### SUPERVISION

Works under the administrative direction of the Assistant Town Administrator; performs responsible functions involving the exercise of judgment *in* the application work standards; requires the ability to plan and perform operations independently.

#### SUPERVISORY RESPONSIBILITIES

Supervises a department of six full and part-time employees and seasonal personnel.

#### WORK ENVIRONMENT

Work is performed within the building.

The employee operates standard office equipment, hand tools, computer programs including but not limited to Word, Excel, and electronic room reservation.

The employee has ongoing contact with the general public, the Council on Aging, the Recreation Department, other town departments and officials, vendors, and local organizations regarding facility use; communication

*Harwich,  
Massachusetts  
Community Center  
Director 9/24/02 1 of 2*

is typically by telephone and in person.

Errors could result in the delay or loss of services, monetary loss, injury to others and damage to the facility.

#### RECOMMENDED MINIMUM QUALIFICATIONS

##### EDUCATION AND EXPERIENCE

Bachelor's Degree; three years of progressively responsible building maintenance experience, program planning experience; or an equivalent combination of education and experience including supervisory experience.

##### KNOWLEDGE, ABILITY AND SKILL

Knowledge of facilities management, recreation programming, budgeting and marketing techniques.

Ability to deal tactfully and appropriately with the general public; ability to work effectively with town departments to coordinate needs.

Excellent interpersonal and public relations skills, especially with youth, senior and general public.; high level of written and verbal communications skills; supervisory skills; computer program skills; planning and organizational skills; problem-solving skills.

##### PHYSICAL REQUIREMENTS

Moderate effort is required to perform some duties; the employee is frequently required to stand, walk, sit, speak and hear, use hand tools, climb or balance, and lift furniture and equipment. Vision requirements include the ability to read and analyze documents, use a computer and operate an automobile.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*



TOWN OF HARWICH, MASSACHUSETTS

Position Title: COMMUNITY CENTER DIRECTOR  
Classification: M-45 40 Hours

DEFINITION Statement of Duties

The Director of the Community Center is responsible for the development and implementation of policies and procedures for the operation of the Harwich Community Center, management and scheduling of facilities and performing administrative, supervisory and support work; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

*The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Supervising the daily operation of the Community Center. Including, but not limited to five activity rooms, two weight rooms, gym area, counseling rooms, industrial kitchen, central office for Channel 18, Council on Aging area, Veterans Affairs Office, Town Nurse area and Cemetery Administrator area.

Schedules the use of the facility to meet daily, weekly and monthly program needs; maintains contact and liaison with other town departments, such as Recreation, Council on Aging and other organizations using facilities. Currently the building is used by over 125 groups, organizations and individuals.

Responsible for special program events at the Center. Examples: Halloween party, egg hunts, indoor Farmers Market, Blood drives and other related special events.

Performs facility management functions, including fiscal management and budget preparation, with presentations to the Finance Committee and Board of Selectmen. Acts as procurement officer for the Community Center

Supervises custodial staff, sets priorities and reviews work; oversees building maintenance functions; assists custodians with setup of facilities and ensures that facility security is maintained; ensures that kitchen operations meet appropriate health standards; supervises the weight training room. Makes recommendations on carpet replacement, kitchen equipment, painting of interior, HVAC replacement and other cosmetic and safety equipment.

Conducts marketing and promotional activities; programs events.

Receives proper training to issue US Passports

Attend initial and recurring training to receive the Serve Safe certification

Designs, promotes and implements community programs.

Provides information to the community regarding activities at the Community Center.

Performs other similar or related duties, as required or as situation dictates.

SUPERVISION

Formatted: Space Before: 14.7 pt

Works under the administrative direction of the Assistant Town Administrator; performs responsible functions involving the exercise of judgment *in* the application work standards; requires the ability to plan and perform operations independently.

SUPERVISORY RESPONSIBILITIES

Supervises a department of ~~three full-time employees, four~~ six full and part-time employees and seasonal personnel.

WORK ENVIRONMENT

Work is performed within the building.

The employee operates standard office equipment, ~~and~~ hand tools, computer programs including but not limited to Word, Excel, and electronic room reservation.

The employee has ongoing contact with the general public, the Council on Aging, the Recreation Department, other town departments and officials, vendors, and local organizations regarding facility use; communication

*Harwich,  
Massachusetts  
Community Center  
Director 9/24/02 1 of 2*

is typically by telephone and in person.

Errors could result in the delay or loss of services, monetary loss, injury to others and damage to the facility.

#### RECOMMENDED MINIMUM QUALIFICATIONS

##### EDUCATION AND EXPERIENCE

Bachelor's Degree; three years of progressively responsible building maintenance experience, program planning experience; or an equivalent combination of education and experience including supervisory experience.

##### KNOWLEDGE, ABILITY AND SKILL

Knowledge of facilities management, recreation programming, budgeting and marketing techniques.

Ability to deal tactfully and appropriately with the general public; ability to work effectively with town departments to coordinate needs.

Excellent interpersonal and public relations skills, especially with youth, senior and general public; high level of written and verbal communications skills; supervisory skills; computer program skills; planning and organizational skills; problem-solving skills.

##### PHYSICAL REQUIREMENTS

Moderate effort is required to perform some duties; the employee is frequently required to stand, walk, sit, speak and hear, use hand tools, climb or balance, and lift furniture and equipment. Vision requirements include the ability to read and analyze documents, use a computer and operate an automobile.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and ~~requirements~~ requirements of the job change.*

*Harwich,  
Massachusetts  
Community Center  
Director 9/24/02 2 of 7*



**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039



**Christopher Clark**, *Town Administrator*

**Robert C. Lawton Jr.**, *Interim Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645

To: Christopher Clark, Town Administrator  
From: Robert C. Lawton Jr.  
Re: Compensation Review – Water Superintendent  
Date: June 13, 2018

Following the completion of a review of salary and benefit rates in other comparable towns and for similar water superintendent positions you, Evan and I sat down with Dan Pelletier to review the initial findings. Based on that meeting and the request to look at additional information we can present our final analysis.

In all cases, Harwich provides a generous benefits plan, particularly with respect to percentage of health insurance paid by the town and the longevity benefit.

**Water Superintendent**

This is a 40-hour per week position and is currently a Grade M-6 on the non-union scale.

The current employee is at Step 9 \$98,837 which will increase to \$100,814 on July 1, 2018.

At Step 10 with a 7% longevity (FY18), the total salary would be **\$108,397** or **\$52.11** per hour.

Based on the review of the other Communities used in this analysis, Dennis, Brewster, Bellingham, Needham, Stoneham, Amherst, and Walpole which had similar positions and water department size the current:

Maximum Median Hourly Rate, including Longevity	= \$59.24
Maximum Average Hourly Rate, including Longevity	= <u>\$56.65</u>
Average	= \$57.95

**Proposal** – We are within the range of the minimum salary for the position. We are below the maximum salary for the position by \$6.51 per hour which is significant. The proposal is to move the position to grade M-8 step 6, on July 1, 2018 (FY19) \$111,228 from \$100,814 which is the current salary at M-6 step 9. The increase reflects the phase-in of new requirements to oversee wastewater by placing the position at step 6 which allows for the growth of the position to include the full impact of wastewater oversight. We also agreed with Mr. Pelletier, and we recommend that the Board of Selectmen adopt, that the position will not be reviewed for five years, July 2023. The difference in salary will be absorbed within the Water Department budget.

**Subject to Board of Selectmen Approval**

This proposal has been approved by the Harwich Water Commission and is being brought to the Board of Selectmen for ratification and approval at the next available meeting.

\_\_\_\_\_  
Town Administrator      Date

\_\_\_\_\_  
Dan Pelletier                      Date

Board of Selectmen

Board of Water Commissioners

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\_\_\_\_\_

Date \_\_\_\_\_

**FY18 Salary and Compensation Analysis SEIU - Director Water/Sewer**

Position Title	Town	Union/Non-Union	Minimum Salary	Maximum Salary	# of Steps in Payscale	Longevity? Y/N Fixed or %?	Longevity Eligibility (after how many years)	Town's % coverage of Health Insurance	Other Benefits (extra vacation time; Bonus; Stipend; clothing/shoe allowance; etc. and \$\$ associated)	Position Primary or Joint	Other (Please include any other information your think would be helpful)
Water Manager	Dennis	Non-Union		\$ 122,441		Y Fixed	\$100 per year after 10	75%	\$25 per week into 457 plan	Primary	vehicle taken home
Water Manager	Brewster	Non-Union	\$ 79,345	\$ 126,953		Y fixed	after 5 \$500, Yr 10 \$1,000	75%	Sick: 15/year;	Primary	
Water/Sewer Manager	Bellingham			\$ 124,000	NO STEPS	Yes		60%	Sick: 18/year	PRIMARY	no vehicle response
Water/Sewer Manager	Harwich*	Union	\$ 81,121	\$ 101,306	10 Steps 40 Hr/Wk	Yes %	After 6 yrs: Yr 1 - 1% of base; Yr 2 - 2% Yr 3 - 3%; Yr 4 - 4%; Yr 5 - 5%; Yr 6 - 6%; Yr 7 - 7%	75%	Vacation: 1-4 yrs: 15 days 5-9 yrs: 17 days; 10-17 yrs: 22 days; 18 yrs: 23 days; 19 yrs: 24 days; 20-24 yrs: 25 days; 25 - 30 yrs: 1 add day Sick days: 15 - \$350 Bonus for < 6 days. Bereavement: 7 days (spouse, partner, child) 5 days (parent, sibling, in- law, grandchild) 3 days (grandparent, aunt, uncle, niece, nephew, 1st cousin). Personal: 3 days. Sick Buy-Back: \$350 Vacation Buy- Back	Primary	not take vehicle home
Water/Sewer Manager	Needham	Non-Union	\$ 89,000	\$ 111,000		yes/fixed		%	Sick: 15/year	Primary	no vehicle response
Water/Sewer Manager	Stoneham	Non-Union		\$ 130,000		Yes, Fixed		80%	Sick Days: 15 annually;	Primary	vehicle taken home
Water/Sewer Manager	Amherst		\$ 92,000	\$ 124,000		Yes		75%	Sick Days: 15/year	Primary	vehicle taken home
Water/Sewer Manager	Walpole		\$ 79,997	\$ 105,000		yes		60%-80%	Sick Days: 15/year	Primary	vehicle taken home

Average	\$ 84,293	\$ 118,087
Median	\$ 81,121	\$ 123,220

Step 10 with Max Longevity: \$101,306 + \$7,091 (7% Longevity) = \$108,397 (\$52.11/hr)

**Hourly**

Average Min	\$ 40.52
Median Min	\$ 39.00
Average Max	\$ 56.77
Median Max	\$ 59.24

Average Max w/Long	\$ 57.51
Median Max w/Long	\$ 59.72

Min Average of Average and Median:	\$ 39.76
Max Average of Average and Median:	\$ 58.01
Max Average w/ Long of Ave & Med:	\$ 58.62

**DIFFERENCE FROM HARWICH**

Min: (\$0.76)
Max: (\$6.51)



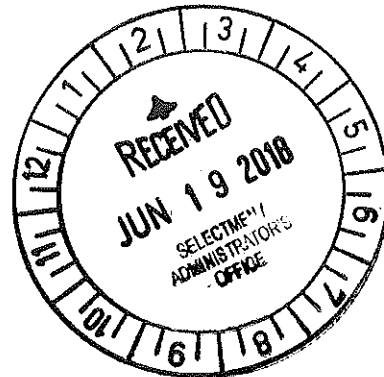
## Town of Harwich Water Department Board of Water Commissioners

196 Chatham Road, Harwich, MA 02645 USA \* [www.harwichwater.com](http://www.harwichwater.com)  
P. 508-432-0304 \* F. 888-774-3557 \* [commissioners@harwichwater.com](mailto:commissioners@harwichwater.com)

### MEMORANDUM

To: Harwich Board of Selectmen  
Date: 6/19/2018  
RE: Compensation Review- Water/Wastewater Superintendent

The Board of Water Commissioners met in official session today, Tuesday June 19, 2018. Town Administrator Chris Clark attended the meeting to present the findings of the Superintendent's Salary Survey that was completed by Interim Assistant Town Administrator Bob Lawton. Upon reviewing the survey results Vice Chair Carreiro motioned to support the Water & Wastewater Superintendent position reclassification from a M6 Step 9 to an M8 Step 6 at \$111,228.00 and to strike the line "will not be reviewed for 5 years" and insert "will be reviewed annually." Clerk Underwood seconded the motion. The Board was all in favor; 3-0-0.



Allin Thompson  
Chair

Gary Carreiro  
Vice Chair

Judith Underwood  
Clerk

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039



**Christopher Clark, Town Administrator**  
**Robert C. Lawton Jr., Interim Assistant Town Administrator**

732 MAIN STREET, HARWICH, MA 02645

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z/personnel evaluations/water superintendent review FY19


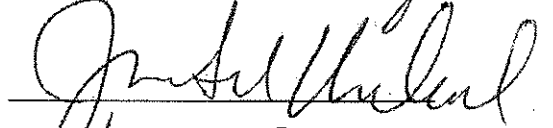

**Subject to Board of Selectmen Approval**

This proposal has been approved by the Harwich Water Commission and is being brought to the Board of Selectmen for ratification and approval at the next available meeting.

\_\_\_\_\_  
Town Administrator      Date

  
Dan Pelletier      Date      6/19/18

Board of Selectmen  
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\_\_\_\_\_  
Date \_\_\_\_\_

Board of Water Commissioners  
  
  


## Procurement Checklist

Please provide contracts requiring Selectmen signature\* with **all of the following material before Wednesday morning\*\*** in order to get sign-off approval on the Procurement Checklist from the Town Administrator or the Assistant Town Administrator.

\*Note: contracts (not grants) below \$50,000 can be signed by Town Administrator.

1. Please provide a **brief narrative overview** of the project. Free cash
- a. Include how many bidders there were, the range of bids, the winning bidder and identify the funding source.
- b. Include what you feel is pertinent, but keep this section to 1 – 4 sentences.
2. Please provide a single **copy of the bid packet** along with all supporting documents. Page 2

Construction? Use this list.	Goods or Services? Use this list.
<p><input type="checkbox"/> C1. Please show Prevailing Wage was used.</p> <p><input type="checkbox"/> C2. If construction is near \$10,000 you also need:</p> <p style="margin-left: 20px;">a. Written spec sheet.</p> <p style="margin-left: 20px;">b. Advertised for two weeks on Central Register, Town website, and COMMBUYS.</p> <p><input type="checkbox"/> C3. If construction over \$25,000 you need C1, C2, as well as:</p> <p style="margin-left: 20px;">a. Show project was in the Capital Plan.</p> <p style="margin-left: 20px;">b. Show that 50% payment bond was in bids.</p> <p><input type="checkbox"/> C4. If construction over \$50,000 you need C1, C2, C3, as well as:</p> <p style="margin-left: 20px;">a. Bid Bond of 5% of total value.</p> <p style="margin-left: 20px;">b. Sealed Bids.</p> <p style="margin-left: 20px;">c. <b>End of non-building construction requirements.</b></p> <p><input type="checkbox"/> C5. If <b>Building</b> estimated construction costs are over \$100,000 <b>and</b> estimated design costs are over \$10,000 you'll need to follow Designer Selection RFQ process:</p> <p style="margin-left: 20px;">a. Advertise in Central Register and local newspaper for two weeks.</p> <p style="margin-left: 20px;">b. Set a designer fee or price ceiling.</p> <p style="margin-left: 20px;">c. Use Standard Designer Application Form</p> <p><input type="checkbox"/> C6. If <b>Building</b> construction over \$150,000 you'll need C1, C2, C3, C4, as well as:</p> <p style="margin-left: 20px;">a. 100% payment bond was in bids.</p> <p style="margin-left: 20px;">b. 100% performance bond was in bids.</p> <p style="margin-left: 20px;">c. DCAMM certified bidders.</p> <p style="margin-left: 40px;">i. DCAMM certified sub-bids if over \$25,000</p> <p><input type="checkbox"/> C7. If <b>Building</b> construction over \$10,000,000 you'll need C1, C2, C3, C4, C5, as well as:</p> <p style="margin-left: 20px;">a. Solicit statements of qualifications prior to sealed bids.</p>	<p><input checked="" type="checkbox"/> GS1. If procured using the State Bid List:</p> <p style="margin-left: 20px;">a. Over \$25,000 please show project was on the Capital Plan.</p> <p style="margin-left: 20px;">b. Step 1, 2, and GS1 is all you need to complete for State Bid list items.</p> <p><input type="checkbox"/> GS2. If project is over \$5,000:</p> <p style="margin-left: 20px;">a. Please provide written spec sheet used and who it was sent to.</p> <p style="margin-left: 20px;">b. Maximum contract length is three years.</p> <p><input type="checkbox"/> GS3. If project is over \$50,000:</p> <p style="margin-left: 20px;">a. Show project was advertised for two weeks in a newspaper and on COMMBUYS.</p> <p style="margin-left: 20px;">b. Show project utilized sealed bids.</p> <p><input type="checkbox"/> GS4. If project is over \$100,000:</p> <p style="margin-left: 20px;">a. Show project was advertised for two weeks in COMMBUYS and Goods and Services Bulletin.</p> <p style="margin-left: 20px;">b. Show project utilized sealed bids.</p> <p>Note 1: If lowest bidder was found to be either not responsive or not responsible, the Town may begin negotiations with next lowest bidder.</p> <p>Note 2: Bids may be negotiated downwards but never higher than original quote.</p> <p>Note 3: Municipalities may not provide a down payment, deposit, or provide funding before possession of purchased item.</p>

Signature of Town Administrator or Assistant Town Administrator: \_\_\_\_\_

*Am Meillo*

\*\*Note: Failure to gain sign-off approval on the checklist **before Wednesday at noon** results in the contract being delayed to the next meeting.

## Ann Steidel

---

**From:** David LeBlanc  
**Sent:** Monday, June 18, 2018 5:26 PM  
**To:** Christopher Clark  
**Cc:** Ann Steidel; Sandy Robinson; Carol Coppola  
**Subject:** Townwide Radio System - Phase 2  
**Attachments:** 2018JUN18 Townwide Phase 2 Quotes.pdf

Chris,

Attached please find the two quotes and one declined quote for Phase two of the Townwide radio system.

I specified what I felt was important to do in this round, and we have about 17,000 left of the \$100,000 earmarked this year.

It is possible we may be able to finish out the project with those funds, but my thought was to wait until we finished with this part before adding to the spec.

Please let me know if you have any questions. There is a price increase in July, plus a turn in credit available through the end of the month, so my hope was to get on the agenda for June 25.

Dave



**Deputy Fire Chief David LeBlanc**

*Harwich Fire Department*

*175 Sisson Road*

*Harwich, MA 02645*

[d.leblanc@harwichfire.com](mailto:d.leblanc@harwichfire.com)

Office - 508.430.7546 Ext 4800 Cell -508.364.4432





# Harwich Fire Department



*Fire Suppression*

*Prevention*

*Emergency Services*

Norman M. Clarke Jr., **Chief of Department**

David J. LeBlanc, **Deputy Fire Chief**

**June 18, 2018**

**Town wide radio system – Phase Two**

Phase one of the Town Wide Radio system was built out in Fiscal Year 18. It is a Motorola MotoTRBO Capacity Plus System. As a scalable, single-site digital trunking solution, it allows the town multiple options for increased system capacity; end users and channels, with a limited number of frequencies. Because of the proprietary nature of the system, we are required to specify Motorola products to work with the system. We have requested three quotations to comply of the procurement procedure with in the State Contract.

## **Phase 1 (FY18)**

- Installed infrastructure
- Mobile and Portable Radios for Water Department
- Base Radios for Water Department
- Mobile Radios for Fire Department
- Mobile and Portable Radios for Recreation Department

## **Phase 2 (Planned)**

- Mobile, portable and base radios for Department of Public Works
- Install of mobile radios for Recreation Department
- Portable radios for Police Department with vehicle chargers.

### **Quotation 1:**

Cape Electronics      19 Dupont Avenue, South Yarmouth, MA 02664      508.394.2405  
\$84,651.67

### **Quotation 2:**

Comtronics      1230 Furnace Brook Pkwy Quincy, MA 02169      617.770.0212  
\$83,387.46

### **Quotation 3:**

AllComm      5 Whitmore Road, Revere, MA 02151      781.289.3000  
Declined to quote

### **Recommendation:**

Based on past experience with the vendor and the fact they did the original system buildout, my recommendation is that we use Comtronics for the work. There are additional radios needed to finish the system buildout, we may be able to finish the final phase with the funds remaining.

David LeBlanc



# Harwich Fire Department



*Fire Suppression*

*Prevention*

*Emergency Services*

Norman M. Clarke Jr., **Chief of Department**

David J. LeBlanc, **Deputy Fire Chief**

**June 13, 2018**

**Town wide radio system – Phase Two**

## **Department of Public Works**

- 1) 31 Dash mount radio  
Motorola XPR5580e 800/900 MHz Enabled Mobile Radio Includes: Color, Alpha-Numeric Display, Paul Microphone, 1000 Channels, GPS Enabled, Bluetooth Audio & Data, Power Cable
- 2) 31 Dash Mobile Radio Installations
- 3) 31 Dash Mobile Radio Programming to existing template
- 4) 7 Remote mount radio  
Motorola XPR5580e 800/900 MHz Enabled Mobile Radio Includes: Color, Alpha-Numeric Display, Paul Microphone, 1000 Channels, GPS Enabled, Bluetooth Audio & Data, Power Cable
- 5) 7 Remote Mount Mobile Radio Installations
- 6) 7 Remote Head Mobile Radio Programming to existing template
- 7) 7 Portable Radio - enabled  
Motorola XPR7580, 806-941MHz
- 8) 7 portable radio programming to existing template
- 9) 7 Speaker Microphones
- 10) 10 Control Station  
Motorola XPR5580e 800/900 MHz Enabled Mobile Radio Includes: Color, Alpha-Numeric Display, Paul Microphone, 1000 Channels, GPS Enabled, Bluetooth Audio & Data, Power Cable, (3) Year Warranty, Ant, Mobile, 806-894MHz, 3db, NMO, Ant, Mobile, Mag Mount, Mini, Power Supply, XPR5000, Desktop Microphone, XPR5000 Series
- 11) 13 Control station installation (3 previously purchased)
- 12) 13 control station programming to existing template

## **Police Department**

- 13) 25 Portable Radio - enabled  
Motorola XPR7580, 806-941MHz
- 14) 25 Portable Radio Programming to existing template
- 15) 25 Speaker Microphones
- 16) 25 vehicle chargers

## **Recreation Department**

- 17) 3 mobile radio installations -- Dash mount (Radios previously purchased)

All installations to include removal of existing radios where applicable. Installation of new antennas and testing of equipment.

Please provide 3 references with your quote.

For additional information contact: David LeBlanc, Deputy Fire Chief 508-364-4432 [d.leblanc@harwichfire.com](mailto:d.leblanc@harwichfire.com)

Cape Electronics

**PRICE QUOTE**

QUOTE# 180618DB3  
DATE 6/18/2018



**RDC COMMUNICATIONS, Inc.**

d.b.a. CAPE ELECTRONICS  
19 Dupont Ave., South Yarmouth, MA 02664  
Dale Boisvert  
Office (508)394-2405  
Cell (508)364-6000  
dale@capeelectronics.com

**CUSTOMER:**

**Town of Harwich Fire Department**  
Dave LeBlanc, Deputy Fire Chief  
175 Sisson Road  
Harwich, MA 02645  
508-430-7546

FIR-04A STATE BID  
Vendor# 6000166326  
COMMBUYS Bid#: BD-16-1080-OSD03-SRC02-0000008166

**QUOTE DESCRIPTION**

**Motorola 800MHz Radio Equipment**  
Department of Public Works, Police Department

**THIS QUOTE INCLUDES:**

- Motorola XPR5580e 800/900 MHz Enabled Mobile Radios  
Installation, Antenna, Programming
- Motorola XPR7580e 800/900MHz Enabled Portable Radios  
Battery, Charger, Antenna, Belt Clip, Speaker Microphones, Programmed
- Motorola XPR5580e 800/900MHz Control Station Radios  
Power Supply, Desk Microphone, Magnet mount antenna, programmed, installation
- Installation service for other previously purchase equipment  
Standard Manufacture Warranty Applies to all product

**Department of Public Works**

QNTY	PART NUMBER	DESCRIPTION	LIST PRICE	DISCOUNT	BID PRICE	TOTAL
31	AAM28UMN9RA1	Motorola XPR5580e Enabled Mobile Radio 800/900MHz 35watt, 1000Channel Dash Mount Radio	\$1,138.67	30%	\$797.07	\$24,709.17
31	RKN4136	IGNITION SENSE CABLE	\$35.00	15%	\$29.75	\$922.25
31	8063 NMO MPL	3DB ROOF ANTENNA			\$24.44	\$757.64
31	LABOR	DASH MOUNT INSTALLATION			\$125.00	\$3,875.00
31	LABOR	PROGRAM / CHECKOUT			\$10.00	\$310.00
7	AAM28UMN9RA1	Motorola XPR5580e Enabled Mobile Radio 800/900MHz 35watt, 1000Channel Dash Mount Radio	\$1,138.67	30%	\$797.07	\$5,579.49
7	PMLN6404	Remote Mount Kit	\$110.00	15%	\$93.50	\$654.50
7	PMKN4144	5 METER Control Cable	\$65.00	15%	\$55.25	\$386.75
7	RKN4136	IGNITION SENSE CABLE	\$35.00	15%	\$29.75	\$208.25
7	8063 NMO MPL	3DB ROOF ANTENNA			\$24.44	\$171.08
7	LABOR	REMOTE MOUNT INSTALLATION			\$150.00	\$1,050.00
7	LABOR	PROGRAM / CHECKOUT			\$10.00	\$70.00
7	AAH56UCN9RB1	Motorola XPR7580e Enabled Portable Radio 800/900MHz	\$1,329.99	30%	\$930.57	\$6,513.99
7	PMMN4040	Speaker Microphone (IP57)	\$75.00	15%	\$63.75	\$446.25
7	LABOR	PROGRAM / CHECKOUT			\$10.00	\$70.00
10	AAM28UMN9RA1	Motorola XPR5580e Enabled Mobile Radio 800/900MHz 35watt, 1000Channel Dash Mount Radio	\$1,138.67	30%	\$797.07	\$7,970.70
10	RMN5050	Desk Microphone	\$120.00	15%	\$102.00	\$1,020.00
10	572268	Samlex XPR5000 Power Supply			\$150.30	\$1,503.00
10	8063 MM MPL	3DB Magnet Mount Antenna			\$36.76	\$367.60
13	LABOR	CONTROL STATION INSTALLATION			\$25.00	\$325.00
13	LABOR	PROGRAM / CHECKOUT			\$10.00	\$130.00
<b>TOTAL PUBLIC WORKS</b>						<b>\$57,040.67</b>

**Police Department**

QNTY	PART NUMBER	DESCRIPTION	LIST PRICE	DISCOUNT	BID PRICE	TOTAL
25	AAH56UCN9RB1	Motorola XPR7580e Enabled Portable Radio 800/900MHz	\$1,329.99	30%	\$930.57	\$23,264.25
25	PMMN4040	Speaker Microphone (IP57)	\$75.00	15%	\$63.75	\$1,593.75
25	LABOR	PROGRAM / CHECKOUT			\$10.00	\$250.00
25	EC1M	ENDURA SINGLE UNIT VEHICLE CHARGER	\$91.80	30%	\$64.26	\$1,606.50
25	TWC6M-HW	ENDURA HARD WIRE POWER CORD	\$29.80	30%	\$20.86	\$521.50
<b>TOTAL POLICE DEPARTMENT</b>						<b>\$27,236.00</b>

**Recreation Department**

QNTY	PART NUMBER	DESCRIPTION	LIST PRICE	DISCOUNT	BID PRICE	TOTAL
3	LABOR	DASH MOUNT INSTALLATION			\$125.00	\$375.00
<b>TOTAL RECREATION DEPARTMENT</b>						<b>\$375.00</b>

**TOTAL BID**

**\$84,651.67**

**REFERENCES**

Town of Dennis Fire Department  
Deputy Chief Robert Brown  
(508)388-0363

Town of Yarmouth Fire Department  
Deputy Jon Sawyer  
(508)398-2212

Town of Sandwich Fire Department  
Deputy John Burke  
(508)888-0525

**TERMS:**

PRICING PER MASSACHUSETTS STATE BID FIRM  
PROMPT PAYMENT DISCOUNT 1.5% 10 DAYS, 1.0% 15 DAYS, 0.5% 20 DAYS  
PRICING INCLUDES SHIPPING / FREIGHT CHARGES TO CUSTOMER LOCATION  
MANUFACTURES WARRANTY APPLIES TO ALL ITEMS  
PRICE GOOD FOR 28 DAYS FROM QUOTE DATE

**ACCEPTANCE:**

ACCEPTED BY \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PURCHASE ORDER NUMBER

Comtronics



**Quotation**

Date : 06/18/2018

Quotation Number : 32423-4

1230 Furnace Brook Parkway  
 Quincy, MA 02169  
 617-770-0212 (P) 617-770-0429 (F)

Quotation For : Harwich, Town of / Fire Dept.  
 Attention : David LeBlanc  
 d.leblanc@harwichfire.com

Phone : 508-364-4432  
 Fax : 508-432-5685

Invoice To: Harwich, Town of / Fire Dept.  
 175 Sisson Road  
 Harwich, MA 02645-2616

Ship To: Harwich, Town of / Fire Dept.  
 175 Sisson Road  
 Harwich, MA 02645-2616

Salesperson	Terms	Quote Valid To	Shipping Date	Shipping Via
Vincent Mascio	N30		TBA	Best Way

Quantity	Description	Unit Price	Amount
===== DEPARTMENT OF PUBLIC WORKS RADIO EQUIPMENT ===== (31) DASH MOUNT (7) REMOTE MOUNT (7) PORTABLES (10) CONTROL STATIONS			
7.00	Port, XPR7580, 806-941MHz	\$864.90	\$6,054.30
7.00	Option, Add Speaker Mic	\$62.00	\$434.00
31.00	Mob, XPR 5580e, 806-941 MHz - DASH MOUNT MOBILES	\$740.82	\$22,965.42
7.00	Mob, XPR 5580e, 806-941 MHz - REMOTE MOUNT MOBILES	\$740.82	\$5,185.74
7.00	MOTOTRBO Mobile Remote Mount Adapter Kit	\$92.77	\$649.39
7.00	Cable, Remote Mount, 5 Meter, XPR5000	\$54.82	\$383.74
38.00	Cable, Ignition Sense (31 Dash Mount) & (7 Remote Mount)	\$35.00	\$1,330.00
38.00	Ant, Mobile, 806-894MHz, 3db, NMO	\$24.04	\$913.52
10.00	Mob, XPR 5580e, 806-941 MHz - CONTROL STATIONS	\$740.82	\$7,408.20
10.00	Desktop Microphone, XPR5000 Series	\$101.20	\$1,012.00
10.00	Power Supply, XPR5000	\$172.29	\$1,722.90
10.00	Ant, Mobile, Mag Mount, MiniUHF	\$27.41	\$274.10
10.00	Ant, Mobile, 806-894MHz, 3db, NMO	\$24.04	\$240.40
1.00	Remove 31 Dash Mount Old Radios & Antennas & Replace With New Antenna & Radios. Includes Travel	\$3565.00	\$3,565.00
1.00	Remove 7 Dash Mount radios and Antennas and Replace With New Remote Mount Radios & Antennas	\$2415.00	\$2,415.00
1.00	Build 10 Control Stations	\$1150.00	\$1,150.00
48.00	Program (7) Remote Mount Mobiles, (31) Dash Mount Mobiles & (10) Control Stations	\$35.00	\$1,680.00
===== POLICE DEPART. PORTABLE RADIOS & ACCESSORIES ===== 25 PORTABLES - 25 VEHICLE CHARGERS - 25 MICS			
25.00	Port, XPR7580, 806-941MHz	\$864.90	\$21,622.50
25.00	Option, Add Speaker Mic	\$60.00	\$1,500.00



**Quotation**

Date : 06/18/2018

Quotation Number : 32423

1230 Furnace Brook Parkway  
 Quincy, MA 02169  
 617-770-0212 (P) 617-770-0429 (F)

Quantity	Description	Unit Price	Amount
25.00	EC1M-MT16A - In Vehicle Charger XPR7000	\$55.30	\$1,382.50
25.00	Kit, Hard Wire	\$17.95	\$448.75
1.00	Install (25) Portable Vehicular Charger Kits	\$2875.00	\$2,875.00
25.00	Prog New Radio	\$35.00	\$875.00
3.00	MotoTrbo 10 /\$1200 Trade In	\$(1200.00)	\$-3,600.00
=====			
HARWICH RECREATION DEPARTMENT			
=====			
3.00	Install (3) Customers Existing Radios (Dash Mount) Into Recreation Department Vehicles TBD	\$300.00	\$900.00
=====			
COMTRONICS REFERENCES			
=====			
AVON FIRE DEPARTMENT 150 MAIN STREET AVON MA 02322  ROBERT SPURR - FIRE CHIEF - 508-583-5361  EASTON FIRE DEPARTMENT 413 BAY ROAD EASTON MA 02356  CHIEF KEVIN PARTRIDGE - 508-230-0750  AVON POLICE DEPARTMENT 150 MAIN STREET AVON MA 02322  POLICE CHIEF - DAVID MARTINEAU -508-583-6677			
=====			
OPTIONAL ITEMS			
=====			
Replace antenna cable \$115.00/HR Install Unit Into Console \$115.00/HR			





**Quotation**

Date : 06/18/2018

Quotation Number : 32423

1230 Furnace Brook Parkway  
 Quincy, MA 02169  
 617-770-0212 (P) 617-770-0429 (F)

Quantity	Description	Unit Price	Amount
<b>Authorized Signature:</b> _____ <b>Date :</b> _____ <b>P.O. Number :</b> _____			\$83,387.46
			Tax Rate 0.00 %
			Sales Tax \$0.00
			Shipping and Handling \$0.00
			<b>TOTAL \$83,387.46</b>

Please make all checks payable to **COMTRONICS CORPORATION**  
 If you have any questions concerning this quote, please call Vincent Mascio

**THANK YOU FOR YOUR BUSINESS !!!**

AllComm

**David LeBlanc**

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**From:** David LeBlanc  
**Sent:** Friday, June 15, 2018 9:15 AM  
**To:** sspadafora@allcomm1.com  
**Subject:** Fwd: Requested quote  
**Attachments:** image001.jpg; ATT00001.htm; Town Wide Radio Phase 2.docx; ATT00002.htm

Hello,

I am requesting a quote on the following equipment for our existing Motorola turbo system.

I apologize in advance for the short notice, but to meet an agenda deadline I need the information by 4pm on Tuesday, June 19, 2018.

Please contact me with any questions.

Dave LeBlanc

## David LeBlanc

---

**From:** David Moholland <DavidMoholland@allcomm1.com>  
**Sent:** Friday, June 15, 2018 9:58 AM  
**To:** David LeBlanc  
**Cc:** Paul Boudreau  
**Subject:** Harwich Quote

Hello David, Per our conversation this morning, ALL-COMM Technologies, Inc., appreciates the opportunity to bid on your project. Unfortunately, we respectfully decline the invitation to bid as Harwich, MA. is too great a distance for us to provide professional service.

Regards,  
David

David Moholland  
Account Executive



5 Whitmore Road

Revere, MA 02151

Office: 781-289-3000

Fax 781-289-7300

Cell: 978-836-1127

Email: [dmoholland@allcomm1.com](mailto:dmoholland@allcomm1.com)

[www.allcommtechnologies.com](http://www.allcommtechnologies.com)

## Procurement Checklist

Please provide contracts requiring Selectmen signature\* with all of the following material before Wednesday morning\*\* in order to get sign-off approval on the Procurement Checklist from the Town Administrator or the Assistant Town Administrator.

\*Note: contracts (not grants) below \$50,000 can be signed by Town Administrator.

- 1. Please provide a **brief narrative\overview** of the project.
  - a. Include how many bidders there were, the range of bids, the winning bidder and identify the funding source.
  - b. Include what you feel is pertinent, but keep this section to 1 – 4 sentences.
- 2. Please provide a single **copy of the bid packet** along with all supporting documents.

Construction? Use this list.	Goods or Services? Use this list.
<input type="checkbox"/> C1. Please show Prevailing Wage was used.	<input checked="" type="checkbox"/> GS1. If procured using the State Bid List:
<input type="checkbox"/> C2. If construction is near \$10,000 you also need: <ul style="list-style-type: none"> <li>a. Written spec sheet.</li> <li>b. Advertised for two weeks on Central Register, Town website, and COMMBUYS.</li> </ul>	<ul style="list-style-type: none"> <li>a. Over \$25,000 please show project was on the Capital Plan.</li> <li>b. Step 1, 2, and GS1 is all you need to complete for State Bid list items.</li> </ul>
<input type="checkbox"/> C3. If construction over \$25,000 you need C1, C2, as well as: <ul style="list-style-type: none"> <li>a. Show project was in the Capital Plan.</li> <li>b. Show that 50% payment bond was in bids.</li> </ul>	<input type="checkbox"/> GS2. If project is over \$5,000: <ul style="list-style-type: none"> <li>a. Please provide written spec sheet used and who it was sent to.</li> <li>b. Maximum contract length is three years.</li> </ul>
<input type="checkbox"/> C4. If construction over \$50,000 you need C1, C2, C3, as well as: <ul style="list-style-type: none"> <li>a. Bid Bond of 5% of total value.</li> <li>b. Sealed Bids.</li> <li>c. <b>End of non-building construction requirements.</b></li> </ul>	<input type="checkbox"/> GS3. If project is over \$50,000: <ul style="list-style-type: none"> <li>a. Show project was advertised for two weeks in a newspaper and on COMMBUYS.</li> <li>b. Show project utilized sealed bids.</li> </ul>
<input type="checkbox"/> C5. If <b>Building</b> estimated construction costs are over \$100,000 <b>and</b> estimated design costs are over \$10,000 you'll need to follow Designer Selection RFQ process: <ul style="list-style-type: none"> <li>a. Advertise in Central Register and local newspaper for two weeks.</li> <li>b. Set a designer fee or price ceiling.</li> <li>c. Use Standard Designer Application Form</li> </ul>	<input type="checkbox"/> GS4. If project is over \$100,000: <ul style="list-style-type: none"> <li>a. Show project was advertised for two weeks in COMMBUYS and Goods and Services Bulletin.</li> <li>b. Show project utilized sealed bids.</li> </ul>
<input type="checkbox"/> C6. If <b>Building</b> construction over \$150,000 you'll need C1, C2, C3, C4, as well as: <ul style="list-style-type: none"> <li>a. 100% payment bond was in bids.</li> <li>b. 100% performance bond was in bids.</li> <li>c. DCAMM certified bidders.                         <ul style="list-style-type: none"> <li>i. DCAMM certified sub-bids if over \$25,000</li> </ul> </li> </ul>	<p>Note 1: If lowest bidder was found to be either not responsive or not responsible, the Town may begin negotiations with next lowest bidder.</p> <p>Note 2: Bids may be negotiated downwards but never higher than original quote.</p> <p>Note 3: Municipalities may not provide a down payment, deposit, or provide funding before possession of purchased item.</p>
<input type="checkbox"/> C7. If <b>Building</b> construction over \$10,000,000 you'll need C1, C2, C3, C4, C5, as well as: <ul style="list-style-type: none"> <li>a. Solicit statements of qualifications prior to sealed bids.</li> </ul>	

Signature of Town Administrator or Assistant Town Administrator: \_\_\_\_\_

*R. Melillo*

\*\*Note: Failure to gain sign-off approval on the checklist before Wednesday at noon results in the contract being delayed to the next meeting.



18 Commerce Blvd.  
Plainville, MA 02762  
Tel: 508-699-0616  
Fax: 508-699-0977  
Toll Free: 888-699-0616  
www.svine.com

Distributor of Emergency Vehicles

**SUBMITTED TO:**

Chief Norman Clarke  
Harwich Fire Department  
175 Sisson Road  
Harwich, MA 02645

**BIDDER:**

Specialty Vehicles, Inc.  
58 George Leven Drive  
North Attleboro, MA 02760  
Sales Rep: Mark Hooper

**MANUFACTURER:**

Life Line Emergency Vehicles  
1 Life Line Drive  
Sumner, IA 50674

**DESCRIPTION OF VEHICLE:**

**DATE: June 8, 2018**

2018 Ford F550 4x4 Superduty custom built Life Line "Superliner" Type I-AD, Class I Emergency Medical Vehicle.

**PRICING BREAKDOWN:**

Base Cost of Vehicle:	\$ 185,930.00
Published Options:	\$ 145,715.00
UnPublished Options:	\$ 2,467.00
<b>Subtotal:</b>	<b>\$ 334,112.00</b>

<b>LESS Ford FIN Concession:</b>	<b>(\$ 0.00)*</b>
<b>LESS Trade-In Allowance 2010 Ford E450 Life Line 3-AD Ambulance:</b>	<b>(\$ 4,000.00)</b>

\*NOTE: Ford FIN Concession of (\$4,000.00) is included and listed in Published Option #00-00-FN00 in Proposal.

**TOTAL DELIVERED PRICE LESS APPLICABLE DISCOUNTS: \$ 330,112.00**

**DELIVERY / TERMS & CONDITIONS:**

Delivery lead-time shall be 120-150 calendar days after receipt of chassis, approved work order / drawings and signed sales contract between Specialty Vehicles, Inc. and the Town of Harwich Fire Department; whichever occurs later.

Terms: Net cash due upon delivery and acceptance. No Federal, State or Local Taxes are included.

Thank you for the opportunity to submit our proposal. If you have any questions please feel free to contact me at (888) 699-0616.

Respectfully Submitted,

*Mark C. Hooper*

Mark C. Hooper  
President



**Specialty Vehicles, Inc.**



# WORKSHEET

CONTRACTOR: Specialty Vehicles, Inc.  
CONTRACT: FCAM 2018 Ambulances  
DATE: June 8, 3028

BUYING AGENCY:	HARWICH FIRE DEPARTMENT
CONTACT PERSON:	CHIEF NORMAN CLARKE
PHONE:	(508) 430-7546
EMAIL:	<a href="mailto:n.clarke@harwichfire.com">n.clarke@harwichfire.com</a>

<b>BASE MODEL INFORMATION</b>	<b>\$185,930.00</b>
SL1-171-CT-F54	Superliner 171" Crawl-Thru Module / Ford F-550 4x4 (193" WB / 18,000 GVWR)

<b>PUBLISHED OPTIONS:</b> <i>Published Options are options which were submitted and priced Bid Proposal.</i>	<b>\$129,917.00</b>
SEE ATTACHED SHEET	

<b>PUBLISHED OTHER ALLOWANCES PER SVI PROPOSAL SUBMITTED TO MAPC/FCAM:</b> <i>These items are included within the base proposal to MAPC and subject to the transaction fee.</i>	<b>\$15,798.00</b>
---	--------------------

DESCRIPTION	COST
Stryker Protect Power-LOAD Warranty 7-Year	\$7,637.00
Stryker Protect Power Cot Warranty 7-Year	\$3,852.00
Stryker StarPro #6252 Stair Chair	\$4,309.00
	\$0.00
	\$0.00
	\$0.00

<b>UNPUBLISHED OPTIONS:</b> <i>Unpublished Options are options which were submitted and priced Bid Proposal. Unpublished Options cannot exceed \$10,000.</i>	<b>\$2,467.00</b>
SEE ATTACHED SHEET	

**SUBTOTAL BASE MODEL, PUBLISHED & UNPUBLISHED OPTIONS:** **\$334,112.00**

<b>PUBLISHED OTHER ALLOWANCES PER SVI PROPOSAL SUBMITTED TO MAPC/FCAM:</b>	<b>(\$4,000.00)</b>
--	---------------------

DESCRIPTION	COST
Trade-In Allowance	(\$4,000.00)

<b>DELIVERY DATE</b>
120-150 Calendar Days After Receipt of Chassis, Final Approved Work Order/ Drawings and Signed Sales Contract; whichever occurs later.

**TOTAL PURCHASED PRICE:** **\$330,112.00**



**Specialty Vehicles, Inc.**

**CUSTOMER NAME: HARWICH FIRE DEPARTMENT**

**DATE:** June 11, 2018

**PUBLISHED OPTIONS**

QTY	PART NO	DESCRIPTION	EXTENDED
1	00-00-FN00	Specify FORD Fleet Number If Available (FORD Chassis Only)	\$ (4,000.00)
1	10-FS-0002	F-Series Option #21N - Navigation System (Includes Required Option #913 SYNC3)	\$ 1,200.00
1	10-00-5310	Order Ford Chassis With OEM Aluminum Wheels ILOS Steel Wheels	\$ 1,008.00
1	10-00-6050	Liquid Spring Suspension Kit For Ford F-Series	\$ 8,125.00
1	10-03-0000	Large Custom Floor Console	\$ 600.00
1	10-03-0035	Add 15 Degree Wedge to Front Electrical Control Panel Screen	\$ 150.00
1	10-03-1500	Engine Hourmeter On Driver's Side Of Front Console	\$ 75.00
1	10-04-0000	F-Series & Dodge Four Battery System	\$ 575.00
1	10-04-8600	S.V.I. Whelen 2" Round 5mm LED Cab Warning Lights (Pr)	\$ 250.00
2	10-05-0110	First Strike HD Vehicle Bracket for 5 Pound Fire Extinguisher (Ea)	\$ 70.00
8	10-CS-1350	Real Wheels Tire Valve Stem Pressure LED Monitor (Ea)	\$ 120.00
1	10-CS-1700	Havis Shield Arm Rest Set On Front Life Line Console	\$ 250.00
1	10-FS-0005	F-Series Option #17V - XLT Value Package	\$ 1,400.00
1	10-SV-0005	Plymovent - F-Series, Part #805511	\$ 1,110.00
1	10-SV-0020	Olathe Fleet Extended Service Plans (Ford / GM / Dodge)	\$ 7,725.00
1	15-01-1600	KKK Package	\$ 175.00
1	15-02-0500	C.P.I. # VC0004-1 Vents (3 STD)	\$ 75.00
1	20-01-2900	Sliding Side Entry Door Window (Bronze Tint)	\$ 150.00
1	20-01-5400	Fixed Rear Entry Door Windows (Bronze Tint)	\$ 150.00
3	20-01-9000	Delete Exterior Assist Handle On Side Or Rear Entry Doors (Ea)	\$ (75.00)
12	20-02-5500	Stainless Trim On Hinge Side Of Door Extrusions (Ea)	\$ 900.00
1	20-02-6010	Diamond Plate Side Entry Door Stepwell W/NFPA Tread & Sealed Seam Edges	\$ 150.00
1	25-01-3000	Luma Bar 11" LED Strip Light Exterior Compartment Light (Ea)	\$ 41.00
6	25-01-3100	Luma Bar 21" LED Strip Light Exterior Compartment Light (Ea)	\$ 426.00
3	25-01-3200	Luma Bar 42" LED Strip Light Exterior Compartment Light (Ea)	\$ 426.00
4	25-01-3210	Luma Bar 64" LED Strip Light Exterior Compartment Light (Ea)	\$ 852.00
1	25-04-3000	Delete Superliner Curbside Front Backboard Compartment	\$ (300.00)
2	25-04-6500	Aluminum Adjustable IS/OS Compartment Shelf (Ea)	\$ 100.00
1	25-04-7500	Vortex Lined Walls In IS/OS Compartment	\$ 150.00
1	25-05-3000	Superliner Curbside Rear Backboard Compartment	\$ 300.00
7	25-11-8010	Smooth Aluminum Adjustable Shelf W/ Ribbed Rubber Matting (Ea)	\$ 1,400.00
1	25-12-1010	Fixed .188" Vortex Covered Aluminum Vertical Divider (Ea)	\$ 100.00
1	25-12-1110	S.V.I. Adjustable Ceiling Backboard Divider (Ea)	\$ 150.00
1	25-12-5010	Fixed Smooth Aluminum Shelf W/Ribbed Rubber Matting (Ea)	\$ 50.00
1	25-12-8000	Add IS/OS Access To Exterior Compartment (Ea)	\$ 300.00
1	25-12-9000	Black Dri-Deck On Compartment Floor (Each)	\$ 300.00
10	25-12-9500	Black Dri-Deck On Compartment Shelf (Each)	\$ 600.00
4	25-13-5600	2" Seat Belt Style Compartment Equipment Strap (Ea)	\$ 300.00
2	25-CS-0500	S.C.B.A. Bracket (Ea)	\$ 500.00



2	25-CS-0710	Vortex Wall Plate with Vortex Horizontal Shelf Track For Mounting Equipment (ea)	\$ 600.00
1	25-CS-0800	Custom Inner Door Panel Long Board Storage Brackets	\$ 300.00
1	25-SV-0001	Radio Access Panel In Streetside Front Compartment	\$ 200.00
1	25-SV-0002	Floor Angle Bracket For Stairchair Wheels - Vortex Covered	\$ 150.00
1	25-SV-0004	PAC Tools "IronSlok" K5003	\$ 400.00
1	30-01-0600	STD Rear Bumper With Rubber Dock Option (LOW)	\$ 50.00
1	30-01-3000	Recessed Rear Kick Plate For Bumper Flip Up Section	\$ 300.00
1	35-01-3010	Diamond Plate Running Boards With NFPA Tread & Grip Strut	\$ 400.00
1	35-01-7110	Whelen 2G 4" Round L3 Intensity Chrome Flange Mounted Running Board Lights (Pr)	\$ 302.00
9	35-02-0000	Drip Rail Over Door (Ea.)	\$ 225.00
1	35-02-5500	Polished Stainless Steel Plate Under Fuel Fill Area	\$ 100.00
1	40-01-0301	Add Second Rear Touch Screen (Elite System)	\$ 2,000.00
1	40-01-0610	Relocate Breaker Box to Cab Area	\$ 150.00
1	40-01-5000	Super Auto Eject Shoreline - 20 Amp	\$ 275.00
1	40-01-7600	SVI Shoreline On Indicator Light (Exterior)	\$ 125.00
5	40-03-5500	Add 12 Volt Power Outlet (Ea)	\$ 250.00
4	40-03-8500	Add 125 Volt Outlet (Ea)	\$ 240.00
3	40-03-8610	Waytek Item# 11013 USB Dual Charging Port	\$ 225.00
1	40-04-1510	Engine Block Heater With Separate 20 Amp Shoreline Inlet With Auto Eject	\$ 400.00
1	40-04-3800	Smithworks 12 Volt Floor Mount IV Fluid Warmer Tray (Ea)	\$ 457.00
1	40-04-4500	Additional Power Door Lock (Ea)	\$ 125.00
1	40-04-5500	Hidden Switch In Grille For Power Door Locks (Unlock Only)	\$ 125.00
1	40-04-6000	Hidden Switch In Rear License Plate Housing (Unlock Only)	\$ 125.00
2	40-04-7000	Interior Body Switch For Power Door Locks (Ea)	\$ 390.00
1	40-05-0501	2 Kenwood Speakers Mounted In The Ceiling (Ducted AC)	\$ 130.00
3	40-05-1600	12 Volt Power And Ground Circuit For Flashlight (Ea)	\$ 150.00
1	40-SV-0001	Wire Rear View Camera Thru OEM Navigation System	\$ 550.00
1	40-SV-0002	Sensata 1200 Watt Pure Sine Inverter / 65A PFC Charger - NP Series	\$ 2,000.00
3	40-SV-0008	Streamlight Survivor LED With Charger (Ea)	\$ 630.00
10	45-01-2605	Whelen #80COEHCR "LED" Frosted Round Ceiling Light ILOS (Ea)	\$ 1,400.00
1	45-01-7540	4-ROM 18" Rectangular DuroLumen Recessed "LED" Center Strip Lights	\$ 800.00
1	50-02-7000	Whelen M6T Series "LED" Amber ArrowTurn Light IATS (Pr)	\$ 288.00
1	50-02-9501	Whelen M6 Series LED Back-Up Lights (Pr)	\$ 425.00
1	50-03-4901	Two Reverse Activated Whelen M9LZC Rear Load Lights	\$ 840.00
1	50-03-8401	Whelen M9LZC Side Scene Lights (Two Each Side)	\$ 1,680.00
1	50-04-2000	Rear Side Scene Lights On In Reverse IATS	\$ 50.00
1	50-04-5000	Wire Rear Emergency Light Flashers To Brake Circuit IATS	\$ 50.00
10	50-04-7010	Whelen 2G 4" Round L3 Intensity Under Body Light (Ea)	\$ 1,750.00
8	50-04-7501	Whelen "OS" Series LED ICC Marker Lights ILOS (Ea)	\$ 112.00
2	50-SV-0001	Whelen M4 LED Warning Light On Interior Door Panel (Ea)	\$ 900.00
2	50-SV-0004	Whelen M9LZC Scene / Load Lights, Additional (Ea)	\$ 1,160.00
2	50-SV-0007	Whelen M6FCV4 Chrome Flange For 4 Vertical M6 Lightheads (Ea)	\$ 450.00
1	50-SV-0008	Whelen Pioneer Plus Surface Mount Dual Flood/Spot Combination Light, Model #PCPSM2* (E	\$ 1,650.00
3	55-02-1500	KE-794 Module Roof Antenna Base/Coax (Ea)	\$ 225.00
4	55-02-5600	Radio Pre-Wire Power Studs 20 AMP Or Less Circuit (Ea)	\$ 700.00
4	55-02-5800	Radio Pre-Wire Power Studs Over 20 AMP (Ea)	\$ 900.00
4	55-02-6500	Install Customer Supplied Radio Cables (Ea)	\$ 500.00
3	55-SV-0002	Havis Shields Equipment Bracket - Supply & Install (Ea)	\$ 375.00
8	55-SV-0004	Final Connection For Customer Supplied Radios (Does Not Include Install)	\$ 3,200.00
1	60-01-1200	Whelen 295HFA7 Dual Amp Siren System ILOS	\$ 435.00
1	60-01-4510	SAD3815 and SAP3816 Thru Bumper Siren Speakers (F-Series)	\$ 644.00
1	60-01-9001	4 Whelen M9 Series "LED" Side Module Warning Lights	\$ 424.00

1	60-02-2001	2 Whelen M9 Series "LED" Front Module Warning Lights	\$ 212.00
1	60-02-8100	Delete The Standard Center Front Module Warning Light (Credit)	\$ (114.00)
1	60-02-9501	2 Whelen M9 Series "LED" Rear Module Warning Lights	\$ 212.00
1	60-03-3005	1 Whelen M6 "LED" Center Rear Module Warning Light	\$ 106.00
1	60-05-0494	2 Whelen M7 Series "LED" Intersection Lights (Type I)	\$ 190.00
1	60-06-6001	2 Whelen M7 Series "LED" Rear Wheel Well Lights	\$ 417.00
1	60-08-1010	Opticom Mounted On The Front Wall W/Park Disable	\$ 1,395.00
1	60-08-1300	Emitter Recess Bezel Mount Kit For Front Module Wall Mount	\$ 290.00
4	60-09-4453	Whelen ION "LED" Grille Light Red, Amber, Blue or Clear (Ea)	\$ 748.00
1	60-10-0001	Whelen M7 Red Or Amber Or Blue Or Clear "LED" Light (Ea)	\$ 208.00
2	60-10-0160	Rear Window Level Whelen M9 Red Or Amber Or Blue Or Clear "LED" Lights (2)	\$ 1,324.00
2	60-10-2100	Whelen M9 Red Or Amber Or Blue Or Clear "LED" Light (Ea)	\$ 662.00
2	60-11-5000	Whelen AFM560 LED/Halogen Flasher 5-Outlet 60 Watts (Ea)	\$ 440.00
1	60-SV-0002	Whelen 55" Freedom IV DYAD WC Series LED Lightbar (No Opticom)	\$ 4,500.00
1	60-SV-0001	Whelen Programable Flasher, Part #01-0688156-01 (Ea)	\$ 695.00
1	65-02-2230	"Complete Package" Stryker Power Load System (Std Stryker Warranty)	\$ 22,500.00
1	65-02-6900	Stryker Power-PRO 6506 Ambulance Cot	\$ 21,901.00
1	65-02-8000	L.R.O. Cabinet With Speed Load Door	\$ 100.00
1	65-03-3500	Cabinet Above The Side Seat With Speed Load Door	\$ 200.00
2	65-03-7500	L.F.O. Cabinet With Speed Load Door	\$ 200.00
1	65-04-6600	Delete Standard Telemetry Area Cabinet	\$ (100.00)
1	65-04-9000	Action Area Cabinet With Speed Load Door	\$ 100.00
1	65-05-0000	Slanted Action Area Switch Panel	\$ 100.00
1	65-05-3000	Action Area Tip-Out Trash Cabinet With Wide Ext Comp Option	\$ 150.00
1	65-05-4500	Side Facing CPR Seat w/Contoured Ergo Backrest & 4-Point Belt with Hinge Lid	\$ 75.00
1	65-05-8510	EVS 188050 Child Rear Facing Seat W/5-Point Harness On Pedestal/Swivel Base	\$ 1,173.00
1	65-07-0000	Right Front Upper ALS Cabinet With Solid/Polycarbonate Doors	\$ 75.00
1	65-07-5000	Delete Right Front Lower ALS Cabinet Doors	\$ (50.00)
1	65-07-5300	Top R.F.S. Cabinet W/Top Hinged Solid Door ILOS Heat/AC	\$ 50.00
1	65-07-5410	Top R.F.S. Cabinet (Ducted Heat/AC In Ceiling Pkg Discount)	\$ (50.00)
1	65-07-9000	Add Cabinet In The Lower Walk-Thru Area	\$ 500.00
1	65-09-2000	Two Section Bandage Cabinet With Speed Load Doors	\$ 500.00
1	65-09-6100	Recessed Glove (Three) Box Storage In Side Door Cushion Area	\$ 225.00
1	65-10-0000	Custom Length Formed Curbside Ceiling Grab Rail	\$ 75.00
1	65-10-3000	Delete Formed Assist Rail On The Left Rear Wall	\$ (25.00)
2	65-10-6100	Add C.P.I. #IV2008 Rubber Recessed IV Bracket (Ea)	\$ 110.00
2	65-11-3500	Locking Cabinet Drawer With Separate Key Lock (Ea)	\$ 620.00
1	65-12-2810	BRG LED Digital Clock Mounted In Rear Head Cushion	\$ 325.00
1	65-12-7500	Drop In Sharps At The Head Of The Squad Bench	\$ 100.00
1	65-12-9800	Tip Out Trash And Sharps Container	\$ 300.00
1	65-13-4060	TMS Technologies LP15 Universal Wall Mount Bracket Only	\$ 750.00
3	65-13-5500	Additional Interior Adjustable Shelf (Ea)	\$ 75.00
10	65-14-4500	Adjustable Vertical Shelf Divider (Ea)	\$ 500.00
1	65-15-0019	Interior Laminate: Designer White (White) High Gloss D354-01	\$ 100.00
1	65-15-0502	Burgundy Matte 7966-58 Accent Stripe	\$ 200.00
1	65-CS-0950	Additional Counter Top	\$ 150.00
1	65-CS-1000	Add Angled Cabinet For The 2nd Rear Switch Panel	\$ 150.00
1	65-CS-1200	Cargo Net Over The R.F.S. Cabinet ILOS Door(s) Full Height	\$ 500.00
1	65-SV-0016	Upgrade Attendant Seat To Wise Brand ILOS EVS (Must Choose EVS Seat For Initial Price)	\$ 250.00
1	70-01-0500	12 Volt Powered Fresh Air Intake	\$ 200.00
1	70-01-2301	Ducted Hoseline Center Mounted Heat/AC Location ILOS	\$ 1,400.00
1	70-01-3500	Move Heat/AC Unit To Over Walk-Thru Area	\$ 150.00

1	70-01-6520	Ultimate Additional Insulation Pkg with Yellow Certifoam Body/Floor/Doors (R-6)	\$ 750.00
1	75-01-6500	Add Ohio Style Oxygen Outlet(s) (Ea)	\$ 125.00
2	75-03-3010	ZICO Model QR-D-2 Quick Release Strapless Portable Oxygen Tank Bracket	\$ 568.00
1	80-01-8500	Recessed Suction Unit Below Action Area	\$ 150.00
1	85-01-0000	Repaint Chassis ILOS O.E.M. White	\$ 1,500.00
1	85-01-1500	Paint Module Body Other Color ILOS O.E.M. White	\$ 1,300.00
1	85-02-9000	Custom Three-Tone Paint	\$ 700.00
1	85-02-9585	Paint AC Condenser Cover	\$ 450.00
100	85-03-5500	8" Scotchlite Striping (Per Foot)	\$ 1,200.00
1	85-04-0100	6" Wide Rear Wall Chevron (Two Color-Full Wall & Doors)	\$ 1,800.00
3	85-04-1000	Lower Door Panel Chevron For Entry Doors Only (Inner Door Panel) (Ea)	\$ 300.00
2	85-SV-0005	Real Gold, Inc. Vinyl Gold Leaf Pinstripe With Black Border, 1/2" (Letter Graphics) (Ea)	\$ 550.00
1	90-SV-0001	Real Gold, Inc. Vinyl Gold Leaf With Outline Shadow (Letter Graphics)	\$ 1,500.00
2	90-SV-0008	3M Reflective Printed Door Seals (Letter Graphics) (Ea)	\$ 350.00
		<b>TOTAL PUBLISHED OPTIONS</b>	<b>\$ 129,917.00</b>



**Specialty Vehicles, Inc.**

**CUSTOMER NAME:** HARWICH FIRE DEPARTMENT

**DATE:** June 11, 2018

**UNPUBLISHED OPTIONS**

	<b>PART NO</b>	<b>DESCRIPTION</b>	<b>EXTENDED</b>
1	10-01-7501	Real Wheels SS Hub Covers with Valve Extensions	235.00
3	25-DL-0200	Reinforce Compartment Wall (Per Wall / Compartment)	75.00
5	25-DL-0400	Install Stryker "J" Hooks For Equipment Storage	250.00
1	25-DL-0500	Fastenal Snow Shovel	20.00
3	40-DL-0200	Handlight Angle Brackets	105.00
1	50-DL-0100	Additional Whelen M6 Series "LED" Stop/Tail Lights (2)	369.00
1	65-DL-0200	Large Trash Container	20.00
1	65-DL-0400	Install Customer Supplied KNOX Medvault	450.00
2	65-DL-0500	Cup Holders On Pass-Thru Cabinet Countertop	80.00
1	70-01-4510	Hoseline Front Wall Monted Aux 12 Volt/AC Condenser (Type Modular Body)	150.00
1	75-DL-0100	Zico Ratchet Style Straps #3030-135-138 For Oxygen Bottle	135.00
1	95-DC-LL03	Stryker Short Push Rail And Stand Up Mount	578.00
		<b>TOTAL UNPUBLISHED OPTIONS</b>	<b>2,467.00</b>

Ship to: Harwich Fire Department

Bill to: \_\_\_\_\_

REVISION A

Required Options				
1 Unit Price:	6506-000-000	\$16,951.00	\$16,951.00	
DESCRIPTION	PART NO.	DISCOUNT	LIST	
<b>Standard Components</b>				
<input checked="" type="checkbox"/> Standard Components	6506-026-000	N/C	N/C	
<b>Retaining Post Option</b>				
<input checked="" type="checkbox"/> Patient Right Cot Retaining Posts	6085-033-000	N/C	N/C	
<b>Powertrain Warranty</b>				
<input checked="" type="checkbox"/> 3 yr. X-Fram Powertrain Warranty	7777-881-669	N/C	N/C	
<b>Warranty</b>				
<input checked="" type="checkbox"/> 2 yr. Bumper to Bumper Warranty	7777-881-670	N/C	N/C	
<i>*Extended warranties are available</i>				
<b>Wheel Lock Options</b>				
<input checked="" type="checkbox"/> Dual Wheel Lock	6085-602-010	N/C	N/C	
<b>Fowler Options</b>				
<input checked="" type="checkbox"/> Standard Fowler	6506-012-003	STD	STD	
<b>QTY</b>	<b>DESCRIPTION</b>	<b>PART NO.</b>	<b>DISCOUNT</b>	<b>LIST</b>
<b>Manual</b>				
<input checked="" type="checkbox"/>	Domestic English Manual	6506-600-000	N/C	N/C
<input checked="" type="checkbox"/>	International English Manual	6506-615-000	N/C	N/C
<b>Shipping Option</b>				
<input checked="" type="checkbox"/>	Domestic Shipping (Does not include HI, AK, PR, GM)	0054-030-000	N/C	N/C
<input checked="" type="checkbox"/>	International Shipping (Includes, HI, AK, PR, GM)	0054-031-000	N/C	N/C
<b>Restraint Options</b>				
<input checked="" type="checkbox"/>	X-Restraint Package	6500-001-430	N/C	N/C
<input checked="" type="checkbox"/>	G-Rated Restraint Package	6500-002-030	N/C	N/C
<input checked="" type="checkbox"/>	Rugged X Restraint Package	6506-001-430	354.00	\$354.00
<b>Liter Options</b>				
<input checked="" type="checkbox"/>	Trendelenburg	6085-031-000	N/C	N/C
<input checked="" type="checkbox"/>	Knee-Gatch/Trendelenburg	6500-082-000	851.00	\$851.00
<b>Steer Lock Option</b>				
<input checked="" type="checkbox"/>	No Steer Lock Option	6506-037-000	N/C	N/C
<input checked="" type="checkbox"/>	Steer-Lock	6506-038-000	617.00	\$617.00
<b>Safety Hook Options</b>				
<input checked="" type="checkbox"/>	Short Hook	0060-036-017	N/C	N/C
<input checked="" type="checkbox"/>	Long Hook	0060-036-018	N/C	N/C
<input checked="" type="checkbox"/>	J Hook	0092-036-016	N/C	N/C
<b>Fastener Compatibility Options</b>				
<input checked="" type="checkbox"/>	No Power-LOAD Cot Compatibility	6506-029-000	N/C	N/C
<input checked="" type="checkbox"/>	Performance-LOAD Compatibility	6506-034-001	1,356.00	\$1,356.00
<input checked="" type="checkbox"/>	Power-LOAD Cot Compatibility	6506-127-000	1,806.00	\$1,806.00
<input checked="" type="checkbox"/>	Dual Power-LOAD and Performance-LOAD Compatibility	6506-034-002	2,127.00	\$2,127.00
<b>SMRT™ Power System</b> <i>(Includes 1 SMRT Charger, 2 SMRT PAKs and 1 Selected Power Cord)</i>				
<input checked="" type="checkbox"/>	OPTION - 12V DC Cable (Automotive)	6500-027-000	N/C	N/C
<input checked="" type="checkbox"/>	OPTION - 120V AC Power Cord - NA (NEMA 1-15P)	6500-028-000	N/C	N/C
<input checked="" type="checkbox"/>	SMRT Complete (120V AC, 12V DC, SMRT Mounting Bracket)	6500-038-000	80.00	\$80.00
<b>Side Rail Options</b>				
<input checked="" type="checkbox"/>	Standard Side Rail	6506-031-000	N/C	N/C
<input checked="" type="checkbox"/>	XPS Side Rail	6506-040-000	2,133.00	\$2,133.00
<i>Must Select XPS Bolster Mattress</i>				
<b>Mattress</b>				
<input checked="" type="checkbox"/>	G Rated Bolster Mattress	6506-034-000	N/C	N/C
<input checked="" type="checkbox"/>	XPS G-Rated Bolster Mattress	6500-003-130	N/C	N/C
<i>Must Select XPS Side Rail</i>				
<b>IV Pole Options</b>				
<input checked="" type="checkbox"/>	No IV Pole	6500-318-000	N/C	N/C
<input checked="" type="checkbox"/>	2 Stage IV Pole (patient right)	6500-310-000	289.00	\$289.00
<input checked="" type="checkbox"/>	2 Stage IV Pole (patient left)	6500-311-000	289.00	\$289.00
<input checked="" type="checkbox"/>	3 Stage IV Pole(patient right)	6500-315-000	367.00	\$367.00
<input checked="" type="checkbox"/>	3 Stage IV Pole(patient left)	6500-316-000	367.00	\$367.00
<input checked="" type="checkbox"/>	Dual 2 Stage IV Poles	6500-312-000	577.00	\$577.00
<input checked="" type="checkbox"/>	Dual 3 Stage IV Poles	6500-317-000	734.00	\$734.00
<b>Head Sect O2 Bottle Option</b>				
<input checked="" type="checkbox"/>	No HE Section O2 Bottle	6506-036-000	N/C	N/C
<input checked="" type="checkbox"/>	Head End Oxygen Bottle Holder	6085-046-000	166.00	\$166.00
<b>Additional Runner (boxtop) Option</b>				
<input checked="" type="checkbox"/>	No Runner/HE O2	0054-200-994	N/C	N/C
<input checked="" type="checkbox"/>	Additional Packaging (Runner)	6506-039-000	N/C	N/C

Additional Options				
QTY	DESCRIPTION	PART NO.	DISCOUNT	LIST
<b>Boxed, National Account</b>				
<input checked="" type="checkbox"/>	Domestic Boxed Shipped Option	0054-032-000	N/C	N/C
<b>Choose only 1 option for each category</b>				
<b>Accessories/Options</b>				
<input checked="" type="checkbox"/>	Removable Oxygen Bottle Holder	6500-140-000	205.00	\$205.00
<input checked="" type="checkbox"/>	Fowler Oxygen Bottle Holder	6500-241-000	278.00	\$278.00
<input checked="" type="checkbox"/>	Base Storage Net	6500-160-000	208.00	\$208.00
<input checked="" type="checkbox"/>	Head End Storage Flat	6500-128-000	148.00	\$148.00
<input checked="" type="checkbox"/>	Pocketed Back Rest Pouch	6500-130-000	276.00	\$276.00
<input checked="" type="checkbox"/>	Equipment Hook	6500-147-000	56.00	\$56.00
<input checked="" type="checkbox"/>	SMRT Pak 1	6500-033-000	433.00	\$433.00
<input checked="" type="checkbox"/>	SMRT Charger Mounting Bracket 1	6500-034-000	38.00	\$38.00
<input checked="" type="checkbox"/>	12V DC Cable, Automotive 1	6500-035-000	38.00	\$38.00
<b>Cable Only</b>				
<input checked="" type="checkbox"/>	Pod-Male Restraint Package	6091-300-010	50.00	\$50.00
<input checked="" type="checkbox"/>	3' Restraint Extender	6082-160-050	32.00	\$32.00
<input checked="" type="checkbox"/>	Head Extension Option	6100-044-000	617.00	\$617.00
<b>Choose only 1 option for the below category</b>				
<input checked="" type="checkbox"/>	Foot End Oxygen Bottle Holder	6500-240-000	197.00	\$197.00
<input checked="" type="checkbox"/>	Defibrillator Platform	6506-170-000	478.00	\$478.00

CHECK OPTION TO VERIFY CORRECT CONFIGURATIONS COMPATIBILITY	
DESCRIPTION	PART NO.
<b>Head Extension Option 6100-044-000 is NOT compatible with:</b>	
Equipment Hook	6500-147-000
Fowler Oxygen Bottle Holder	6500-241-000
Head End Oxygen Bottle Holder	6085-046-000
<b>Foot End Oxygen Bottle Holder 6500-240-000 is NOT compatible with:</b>	
Knee-Gatch/Trendelenburg	6500-082-000
<b>Fowler Oxygen Bottle Holder 6500-241-000 is NOT compatible with:</b>	
Head End Oxygen Bottle Holder	6085-046-000
<b>Domestic Boxed Shipped Option 0054-032-000 is NOT compatible with:</b>	
International Shipping (Includes, HI, AK, PR, GM)	6500-002-030
<b>XPS G-Rated Bolster Mattress 6500-003-130 is NOT compatible with:</b>	
Standard Side Rail	6506-031-000
<b>Additional Packaging (Runner) 6506-039-000 is REQUIRED when one of the following is selected:</b>	
Head Extension Option	6100-044-000
Fowler Oxygen Bottle Holder	6500-241-000
Domestic Shipping (Does not include HI, AK, PR, GM)	0054-030-000

QUOTE			
Quantity	1		
	Price /unit	Units	Total Price
Model	\$16,951.00	1	\$16,951.00
Warranty	\$0.00	1	\$0.00
Options	\$4,950.00	1	\$4,950.00
<b>Subtotal:</b>			<b>\$21,901.00</b>
GST %:			0.00%
PST %:			0.00%
GST %:			0.00%
<b>Grand Total:</b>			<b>\$21,901.00</b>

Account #	Customer P.O.	Date
Loading Dock	Written By	Ordered By
Approval Code	Notes	Term
Customer Name		Net 30
Please print		
Customer Signature	Date	Prices Effective: October 1, 2017

(\* ) Indicates Stryker Recommended (Based on National Averages)

Deal Consumation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. Terms: Net 30 Days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1800STRYKER. Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

2018 Stryker EMS Equipment

6252 - Stair-PRO

Ship to: HARWICH FIRE DEPARTMENT

stryker

MODEL 6252

REVISION A

Bill to:

Required Options

DESCRIPTION	PART NO.	DISCOUNT	LIST
<b>Unit Price:</b> 6252-000-000 \$3,663.00 \$3,663.00			
<b>Standard Components</b>			
X Common Components	6252-026-000	N/C	N/C
<b>Manual Option</b>			
X Domesic Manual	6250-001-160	N/C	N/C
International Manual	6250-001-161	N/C	N/C
WAS Manual	6250-003-154	N/C	N/C
<b>Seal Options</b>			
1 Piece Vinyl Seat	6250-020-000	N/C	N/C
X 2 Piece ABS Panel Seat	6250-021-000	N/C	N/C
<b>In-Service Video</b>			
In Service DVD Video	6250-001-162	N/C	N/C
<b>Patient Restraint Option</b>			
Polypropylene Restraint Set (Plastic Lap Buckles)	6250-160-000	N/C	N/C
Non-Absorbent Restraint Set (Metal Lap Buckle)	6250-161-000	123.00	\$123.00
X Polyester Restraint Set (Metal Buckles)	6250-162-000	27.00	\$27.00
<b>Warranty</b>			
No Warranty	NONE	N/C	N/C
X 1 years parts, labor & travel	7777-881-680	N/C	N/C
2 year parts only	7777-881-684	N/C	N/C
15 mo. PL&T, Manufacturers Only	7777-881-760	N/C	N/C
Additional Service Agreements (choose only one option) *Reference Service Contract Price Sheet			
<b>IV Bag Clip Option</b>			
X NO IV BAG CLIP OPTION	6252-024-000	N/C	N/C
IV BAG CLIP OPTION	6252-025-000	48.00	\$48.00
<b>QTY DESCRIPTION PART NO. DISCOUNT LIST</b>			
<b>Main Frame</b>			
X MAIN FRAME ASSY OPTION	6252-022-000	N/C	N/C
EXTENDED MAIN FRAME ASSY	6252-023-000	N/C	N/C
<b>Lower Lift Handle Options</b>			
X Lower Lift Handle Option	6250-024-000	N/C	N/C
Extended Lower Lift Handle	6250-025-000	302.00	\$302.00
<b>Foot Rest Option</b>			
X FOOTREST OPTION	6252-027-000	296.00	\$296.00
NO FOOT REST OPTION	6252-028-000	STD	STD
EXTENDED HANDLE FOOT REST OPT	6252-029-000	296.00	\$296.00
EXTENDED HANDLE NO FT REST OPT	6252-030-000	N/C	N/C

General Dimensions			
Models	6250	6251	6252
Height	36" (91 cm)	36" (91 cm)	37.5" (95 cm)
Width	20.5" (52 cm)	20.5" (52 cm)	20.5" (52 cm)
Depth	28" (71 cm)	28" (71 cm)	28" (71 cm)
Folded Depth	8" (20 cm)	8" (20 cm)	8" (20 cm)
Weight	20 lbs (9 kg)	23 lbs (11 kg)	31.5 lbs (14 kg)
Maximum Load	500 lbs (227 kg)	500 lbs (227 kg)	500 lbs (227 kg)

Additional Options

QTY	DESCRIPTION	PART NO.	DISCOUNT	LIST
<b>O2 Bottle Holder Option</b>				
	O2 Bottle Holder	6250-140-000	160.00	\$160.00
<b>Patient Head Support Option</b>				
	Head Support Option	6252-040-000	79.00	\$79.00
	Vinyl Head Support Option	6252-041-000	182.00	\$182.00
CHECK OPTION TO VERIFY CORRECT CONFIGURATIONS COMPATIBILITY				
DESCRIPTION		PART NO.		
<b>Main Frames 6252-023-000 must be selected with:</b>				
	Extended Lower Lift Handle	6252-025-000		
	EXTENDED HANDLE FOOT REST OPT	6252-029-000		
	or			
	EXTENDED HANDLE NO FT REST OPT	6252-030-000		
<b>Main Frames 6252-022-000 must be selected with:</b>				
	Lower Lift Handle Option	6252-024-000		
	FOOTREST OPTION	6252-027-000		
	or			
	NO FOOT REST OPTION	6252-028-000		

QUOTE			
Quantity	1		
	Price p/unit	Units	Total Price
Model	\$3,663.00	1	\$3,663.00
Warranty	\$0.00	1	\$0.00
Options	\$646.00	1	\$646.00
Subtotal:			\$4,309.00
QST %:			0.00%
PST %:			0.00%
GST %:			0.00%
Grand Total:			\$4,309.00

Account #	Customer P.O.	Date
Loading Dock	Written By	Ordered By
Approval Code	Notes	Term
Customer Name		Net 30
Customer Signature	Date	Prices Effective: October 1, 2017

(\* ) Indicates Stryker Recommended (Based on National Averages)

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. Terms: Net 30 Days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1800STRYKER. Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.



HARWICH FIRE DEPARTMENT  
 Chief Norman Clarke  
 175 Sisson Road  
 Harwich, MA 02645  
 508-430-7546

SPECIALTY VEHICLES, INC.  
 Mark C. Hooper  
 58 George Leven Drive  
 North Attleboro, MA 02760  
 888-699-0616  
 508-699-0616  
 mhoooper@svine.com

Exp. Date: 05/20/2018  
 Quote No: 10294-0001  
 BODY: SUPER D 171" SUPERLINER TYPE I-AD

06/08/2018

PART NO	DESCRIPTION	QTY
	== 171" SUPERLINER TYPE I-AD - 2.000 01/05/18 ==	1
	MASTER PARTS REVISION DATE (Start 04-05-18 to 07-02-18)	1
00-00-0500	LIFE LINE WARRANTY <b>SHOP NOTE:</b> Warranties Include: Lifetime Modular Body Warranty.  Lifetime Limited Cabinet Warranty.  5-Year/60,000 Mile Product Conversion Warranty.  10-Year/100,000 Mile Electrical Warranty Elite System. Includes 4 Years/100,000 Mile On Screens. "Lifetime" On All Harnesses Manufactured And Installed By Life Line.  6-Year Pro-Rated Axalta Paint Warranty. Which Is As Follows: For 3 Years 100%. 4th Year 50%. 5th Year 25%. 6th Year 10%.	1
00-00-0800	Customer Contact Person (Required For Factory Use) <b>SHOP NOTE:</b> Specify Name And Number: Chief Norman Clarke. 508-430-7546.	1
00-00-2900	Sales Rep: Mark Hooper 1-508-699-0616 <b>SHOP NOTE:</b> Specialty Vehicles, Inc. (O): 508-699-0616. (C): 508-789-0828.	1
00-00-FL00	Fill Unit With Fuel For Delivery (Charge To Dealer Account)	1
J0-00-FN00	Specify FORD Fleet Number If Available (FORD Chassis Only) <b>SHOP NOTE:</b> Specify FIN Number: QM033.	1
	Active DBA	

PART NO	DESCRIPTION	QTY
00-00-PU00	HARWICH FIRE DEPT 175 SISSON RD HARWICH MA 02645  Specify Previous Unit Number: (FACTORY USE ONLY) <b>SHOP NOTE:</b> #4084  Older: #3122 / #2884 / #3696 / #3937.	1
00-02-1600	<p style="text-align: center;"><b>***BODY STYLE***</b></p> 171" x 96" SUPERLINER TYPE I CRAWL-THRU (F-450/550 OR DODGE) <b>SHOP NOTE:</b> Includes Crawl-Thru Option. Includes Sliding Pass Thru Window With latch On Cab Side.  BUILT AS A CRAWL-THRU BUT CUSTOM CABINET IN THE LOWER CRAWL THRU AREA.	1 1
10-00-0100 10-00-5100	<p style="text-align: center;"><b>***CHASSIS***</b></p> Chassis VIN Number: (FACTORY USE ONLY) 2018 Ford F-550 193" W.B. 18,000 GVWR 4 WD Cab/Chassis <b>SHOP NOTE:</b> With Standard Ford O.E.M. 3-Year/36,000 Mile Warranty.  Includes Standard Life Line Options: *Oxford White Exterior. *40/20/40 Cloth Seat. *Medium Earth Gray Interior. *Preferred Equipment Package #663A. *Telescoping Trailer Tow Mirrors - Power. *6.7L V8 Diesel Engine. *6-Speed Automatic Transmission. *225/70Rx19.5G BSW Max Traction. *4.10:1 Limited Slip Rear Axle. *Rapid Heat Supplemental Heater. *Rubber Cab Floor Mat In Lieu Of Carpet. *Engine Block Heater. *Ambulance Prep Package #47L. *Spare Tire And Wheel (Steel). *Jack. *Adjustable Gas/Brake Pedal. *(2) OEM Key's / Fob's Total. *Auto Headlights With Rain Lamp Wiper Activated Headlamps (Standard 2017+ F-SuperDuty).	1 1 1
10-00-5310	Includes The Following Ford OEM Options (Order With Chassis):  *Option #64D - 19.5" Forged Polished Aluminum Wheels W/ Bright Hub Covers/Center Ornaments. See Option #10-00-5310.  *Option #21N - Navigation System (Includes Required Option #913 SYNC3). See Option #10-00-5310.  *Option 17V - XLT Value Package. See Option #10-FS-0005.  Includes Life Line Elite Gen3 Electrical System.  <b>SPECIAL NOTE: DISABLE THE FORD AUTOLOCK CAB DOOR FEATURE.</b>	1
10-00-5310	Order Ford Chassis with OEM Aluminum Wheels ILOS Steel Wheels <b>SHOP NOTE:</b>	1



PART NO	DESCRIPTION	QTY
	Ordered With Chassis From Ford.  Ship Loose OEM ABS Hub / Lug Covers. Dealer To Install Prior To Delivery.	
10-00-5405	Order Ford F Series Chassis with Sync3 and Navigation System <b>SHOP NOTE:</b> Ordered With Chassis. Code #913 - Sync3. Code #21N - Navigation System.  MAPC OPTION #10-FS-0002.	1
10-00-6050	Liquid Spring Suspension Kit For Ford F-Series <b>SHOP NOTE:</b> Install Control Module On Left Side Of Steering Wheel On OEM Dash.	1
10-01-3400	<b>**FACTORY USE ONLY**</b> <b>SHOP NOTE:</b> Spare Chassis Keys And Owner's Manual Present.	1
10-01-7501	Real Wheels SS Hub Covers with Valve Extensions <b>SHOP NOTE:</b> Real Wheel Part #RW1092RS0XK  Rear Wheel Covers With Valve Extenders Only.  NOTE: Front Wheel Covers To Be Ford OEM ABS.	1
10-01-9500	Ship The Spare Tire Loose <b>SHOP NOTE:</b> Wheel To Be Steel As Supplied From Ford.	1
10-02-1200	F-Series O.E.M. Door Mirrors <b>SHOP NOTE:</b> Dual Arm Power/Heated Trailer Tow Mirrors.	1
10-02-3500	O.E.M. AM-FM/CD Radio W/Cab Speakers <b>SHOP NOTE:</b> See Option #10-00-5310 For Radio Upgrade With Navigation.	1
10-02-5000	Low Voltage Throttle Manager <b>SHOP NOTE:</b> Activated With Park Brake Applied.	1
10-02-5710	Delete Hand Held Cab Spot Light <b>SHOP NOTE:</b> Handheld Spotlight Not Required For MA OEMS Compliance.	1
10-03-0000	Large Custom Floor Console <b>SHOP NOTE:</b> Modify Console Due To New Dash Design In 2017 + F-Series.  Top Flat Portion (Forward Of Angled Area): *(1) Waytek USB Charger Port - Passenger Side.  Includes Angled Area For: *Elite Touch Screen. Mount Tight To The Top Flat Part Of The Console. NOTE: Angle To Be 45-50 Degrees Which Is Similar To Ford OEM Dash. SPECIAL NOTE: Install With Nutcerts.  Flat Portion (Front To Rear):	1

PART NO	DESCRIPTION	QTY
	<p>*Whelen Siren Head. Directly Below The Elite Touch Screen Switch Panel On The Flat Portion.                      *Momentary Rocker Switch For Howler To Left Of Siren.                      *Space For (2) Kenwood XTL2500 Radios (Remote Style Heads). Allow 8" Of Space For Radio To Be Recessed Into Console With Havis Equipment Bracket.                      *(2) Large Cup Holders. Seal Bottom Holes Of Cup Holders And Seal To Console. Use Silicone.                      *Space For (2) Portable Radios (No Chargers) - Lined With Carpet - Including Bottom Of Area.                      *Open Area For Map Storage. 3" Wide.</p> <p>Angled And Flat Portion For Communications To Be Narrower Than Map Storage / Drink Holder Area.</p> <p>Move The Console As Far Forward As Possible To Allow For Additional Space Aft Of The Console.</p>	
10-03-0035	<p>Add 15 Degree Wedge to Front Electrical Control Panel Screen  <b>SHOP NOTE:</b>                      Life Line Part #P07210.</p> <p>Allow For Screen To Be At 45-50 - Degree Angle.</p>	1
10-03-1500	<p>Bosch Digital Engine Hourmeter On Driver's Side Of Front Console  <b>SHOP NOTE:</b>                      Mounted On The Driver's Side Of The Front Console.</p> <p>Use Bosch #SP0F000060 Digital Hour Meter.</p> <p>LL Part #E18076.</p>	1
10-03-8200	<p>Add Auto Dump Feature To Rear O.E.M. Lowering Suspension System W/ Light  <b>SHOP NOTE:</b>                      Wire Circuit To Auto Dump From The Secondary Rear Door Switch.</p> <p>Includes: ON/OFF Safety Switch On Inner Primary Rear Door Panel. Include #E24072 stainless guard around switch.</p> <p>Includes System Dumped Warning Light In The Cab Ceiling Between The Sunvisors On The SVI LED Warning Light Plate. Use Whelen PAR 16 RED LED Light With Chrome Flange To Match Existing Warning Lights In Ceiling.</p>	1
10-04-0000	<p>F-Series &amp; Dodge Four Battery System  <b>SHOP NOTE:</b>                      (2) Mounted Under The Hood. Standard OEM Batteries.</p> <p>(2) Mounted In The Standard Battery Compartment. Batteries In P-2 To Be Match Ford OEM.</p>	1
10-04-3500	<p>Owner's Manual (1 Included With Unit)</p>	1
10-04-8600	<p>S.V.I. Whelen 2" Round 5mm LED Cab Warning Lights (Pr)  <b>SHOP NOTE:</b>                      (1) Whelen PAR16 Red LED Mounted On The Cab Roof Liner. Flashing Light To Indicate Open Compartment/Entry Doors. Surface Mount Chrome Flange Mount TFLANGEC.</p> <p>(1) Whelen PAR16 Amber LED Mounted On The Cab Roof Liner. Flashing Light To Indicate The Parking Brake Is Applied When The Unit Is Placed Into A Drive Gear. Surface Mount Chrome Flange Mount TFLANGEC.</p> <p>Both Mounted Between The O.E.M. Visors.</p> <p>Label Each Light For Function:                      "OPEN DOOR"                      "EMERGENCY BRAKE APPLIED"                      Stainless Steel With Black Letters.</p>	1

PART NO	DESCRIPTION	QTY
	Includes Suspension Dump LED Light. Oversize Plate To Allow For Dump Light To Be Installed.	
10-05-0110	First Strike HD Vehicle Bracket for 5 Pound Fire Extinguisher (Ea) <b>SHOP NOTE:</b> Strike First Part #HDVB-1. LL Part #F18225. Specify Mounting Location:  (1) Mounted In Streetside Aisle Cabinet On Wall #2 - Centered.  (1) Mounted In Exterior D-3 Compartment On Bottom Of Top Shelf On Left Side.  See Dealer Photos For Exact Locations.	2
10-CS-1350	Real Wheels Tire Valve Stem Pressure LED Monitor (ea) <b>SHOP NOTE:</b> Ship Loose Only .  Real Wheels Part #RWTG1234 - New Style.  Includes (1) Per Wheel And (2) Extra.	8
10-CS-1700	Havis Shield Arm Rest Set on Front Life Line Console <b>SHOP NOTE:</b> Includes LL#F07037 (2) Havis Arm Rest..  Match Previous Unit #4084. Armrest To Bolt To Sides Of Console.	1
10-DL-0300	ESP PremiumCare Warranty - Ford Chassis <b>SHOP NOTE:</b> Specify Custom Option: PREMIUMCARE. Covers 1,000+ Components. See Attached Documents.  Coverage Total Of 8 Years / 200,000 Miles / 8,000 Engine Hours / \$100.00 Deductible.	1
10-DL-0300	Plymovent - F-Series, Part #805511 <b>SHOP NOTE:</b> Specify Custom Option: Gibson Performance Exhaust. Purchased Thru Air Cleaning Specialist.  Specify Magnetic Conical Or Standard Ring.  NOTE: Exhaust To Exit Curbside Aft Of Rear Tires As Supplied By Ford.	1
10-FS-0005	F-Series Option #17V - XLT Value Package <b>SHOP NOTE:</b> Specify Custom Option: Includes Autolock / Auto Unlock, Power Adjustable Pedals And SecuriCode Keyless Entry KeyPad On Driver Cab Door.  Does NOT Include Driver Power Seat.	1
	<b>***MODULAR BODY TYPE I***</b>	
15-01-1600	KKK Package <b>SHOP NOTE:</b> Includes: *(2) 5# Fire Extinguishers. See Option #10-05-0110 For HD Vehicle Brackets And Locations.  *Oxygen Wrench. Shipped Loose.  *Lock On Cab To Module Sliding Window. Lockable From Cab Side.	1

PART NO	DESCRIPTION	QTY
15-01-5000	Standard 72" Finished Headroom	1
15-01-8510	Cab To Module Sliding Crawl-Thru Window	1
	<b>SHOP NOTE:</b> Vehicle Will Have A Pass-Thru Configuration Due To The Lower Pass-Thru Cabinet.	
	Cab/Module Will Include Full Height Bellows.	
	Must Contain A Sliding Window With Latch. Latch On The Cab Side And Latched In The Open And Closed Positions For KKK Compliance.	
	Make Pass-Thru As Wide And Tall As Possible.	
15-01-9005	Cab To Module Sliding Pass-Thru Window	1
15-02-0500	C.P.I. # VC0004-1 Vents (3 STD)	1
15-02-1600	1 Piece Stainless Steel Wheel Well Trim Rings (Small)	1
	<b>SHOP NOTE:</b> 18.75" Radius For Ford F-Series. Life Line Part #F04200.	
15-02-2500	Standard Cast Fuel Fill Housing	1
	<b>SHOP NOTE:</b> Mounted On The Streetside Of The Module Body Aft Of Rear Axle.	
15-02-2600	Standard DEF Fill Housing	1
	<b>SHOP NOTE:</b> Mounted Between Cab And Module On Front Wall Of Module. Includes Diamond Plate Housing.	
15-DL-9902	Standard Lowered Front Body Skirts F-Series & Dodge	1
	<b>SHOP NOTE:</b> Includes 3" Drop Skirt For Streetside And Curbside.	
	Includes Dual Step In Side Entry Door Stepwell.	
	See Option #20-02-6010 For NFPA Tread Plate Requirements.	
	<b>***MODULE DOORS AND WINDOWS***</b>	
20-00-0100	2 Red Reflectors On Each Module Entry Door	1
	<b>SHOP NOTE:</b> One Mounted At The Top And One Mounted At The Bottom.	
20-00-0500	Combination Extruded/Pan Formed Module Entry Doors	1
	<b>SHOP NOTE:</b> With Clean Seal #50512 Door Gaskets. Includes Stainless Steel Sill Plates.	
20-01-0000	Full Height Side Entry Door With Gas Style Hold-Open	1
	<b>SHOP NOTE:</b> Position The Hold-Open At 90 Degrees.	
	Identified As P-3.	
	NOTE: Narrow Side Entry Door.	
20-01-1000	Side & Rear Entry Door Thresholds With Black/Yellow Safety Anti Slip Tape	1
20-01-2900	Sliding Side Entry Door Window (Bronze Tint)	1
	<b>SHOP NOTE:</b> Sliding Window With Screen And Bronze Tint.	
20-01-3500	Rear Doors With Grabber Style Hold-Opens	1

PART NO	DESCRIPTION	QTY
20-01-5400	Fixed Rear Entry Door Windows (Bronze Tint) <b>SHOP NOTE:</b> With Bronze Tint Option.	1
20-01-9000	Delete Exterior Assist Handle On Side Or Rear Entry Doors (Ea) <b>SHOP NOTE:</b> Specify Deletion Location: (1) Side Entry Door. (2) Rear Entry Doors.	3
20-02-0000	Tri-Mark 030-18 Free Float Handles with Chrome Exterior And Black Pocket	1
20-02-1500	Primary & Secondary Exterior & Interior Rear Door Free Float Handles Standard	1
20-02-1600	Secondary Door Release Latches On All Entry Doors <b>SHOP NOTE:</b> (3) L04025 Label LH Arrow. (3) L04026 Label RH Arrow.	1
20-02-2500	Shielded Cable Activated Module/Compartment Door Latches	1
20-02-3500	Cage Nuts On All Door Panels	1
20-02-4100	Smooth Aluminum Plate Lower Module Entry Door Trim Panels (For Chevron Install) <b>SHOP NOTE:</b> Must Include Marlite Finish Washers Over Chevron ILO Countersunk Screws (Provides Better Finish / Appearance).  Chevron Striping To Be Installed On Door Panels. See Option 85-04-1000.	1
20-02-5500	Stainless Trim On Hinge Side Of Door Extrusions (Ea) <b>SHOP NOTE:</b> Specify Location: (1) P-1 Compartment. (1) P-3 Side Entry Door. (1) P-4 Compartment. (1) D-1 Compartment. (2) D-2 Compartment. (2) D-3 Compartment. (2) R-1 Rear Entry Door. Includes Hinge And Non-Hinged Sides. (2) R-2 Rear Entry Door. Includes Hinge And Non-Hinged Sides.  All To Be Full Height.	12
20-02-6010	Diamond Plate Side Entry Door Stepwell W/NFPA Tread & Sealed Seam Edges <b>SHOP NOTE:</b> Includes Both Steps. (Dual Step Standard Type 1).	1
25-00-0100	***EXTERIOR COMPARTMENTS*** SPECIAL NOTE TO DEALER <b>SHOP NOTE:</b> Custom Compartment Options/Designs Not Listed In The Published Options List MAY Result In Additional Charges.	1
25-00-0200	2 Red Reflectors On Each Full Height Compartment Door <b>SHOP NOTE:</b> One Mounted At The Top And One Mounted At The Bottom.  One Reflector Mounted On Each Standard Height Compartment Door.	1
25-00-0500	Combination Extruded/Pan Formed Compartment Doors <b>SHOP NOTE:</b> With Clean Seal #50512 Door Gaskets And Stainless Steel Sill Plates. Includes Gas Style Hold-Opens Unless Otherwise Noted.	1

PART NO	DESCRIPTION	QTY
	Special Note To Production: Position All Gas Hold-Opens For Maximum Allowable Door Opening. Does Not Include Doors That May Hit Other Compartment Doors.	
25-00-0600	Polished Diamond Plate Exterior Compartment Door Panels	1
25-01-0000	Magnetic Compartment Door Switches	1
25-01-1000	Polyurethane Compartment Lining-Standard Gray	1
25-01-3000	Luma Bar 11" LED Strip Light Exterior Compartment Light (Ea)	1
	<b>SHOP NOTE:</b> MANUFACTURER WARRANTY ONLY APPLIES.	
	(1) D-1 Ceiling Near Door Frame Front Edge.	
25-01-3100	Luma Bar 21" LED Strip Light Exterior Compartment Light (Ea)	6
	<b>SHOP NOTE:</b> MANUFACTURER WARRANTY ONLY APPLIES.	
	(1) P-1 Compartment. Top Of Compartment. Across Ceiling On Wall #2 (As You Face The Compartment).	
	(1) P-1 Compartment. Hinged Side Of The Compartment Door Opening.	
	(1) P-4 Compartment. Ceiling Near Door Frame/Front Edge.	
	(2) D-2 Compartment. One On Each Side Of Hinged Door Area.	
	(1) D-3 Compartment. Ceiling Near Door Frame/Front Edge.	
25-01-3200	Luma Bar 42" LED Strip Light Exterior Compartment Light (Ea)	3
	<b>SHOP NOTE:</b> MANUFACTURER WARRANTY ONLY APPLIES.	
	(1) D-2 Compartment. Ceiling Near Door Frame/Front Edge.	
	(2) D-3 Compartment. One On Each Side Of The Compartment Door Opening.	
25-01-3210	Luma Bar 64" LED Strip Light Exterior Compartment Light (Ea)	4
	<b>SHOP NOTE:</b> MANUFACTURER WARRANTY ONLY APPLIES.	
	(2) D-1 Compartment. One On Each Side Of The Compartment Door Opening.	
	(2) P-4 Compartment. One On Each Side Of The Compartment Door Opening.	
25-01-3300	Stainless Steel Compartment Vents	1
25-04-3000	Delete Superliner Curbside Front Backboard Compartment	1
	<b>SHOP NOTE:</b> Specify Alternate Backboard Compartment: Curbside Rear P-4 Compartment.	
25-04-3500	Custom Height Superliner Curbside Front Outside Compartment	1
	<b>SHOP NOTE:</b> Width Adjusted For Customer Requirements Of P-1 Compartment.	
	Minimum Interior Height of 30.50" X 24" Pass Thru Width. Designed For Personnel Fire Gear.	
	EXTERIOR ACCESS ONLY.	
	NO SHELF.	
25-04-5100	Move Superliner P-1 Compartment And Side Entry Door Forward	1
	<b>SHOP NOTE:</b> Move Forward Due To Deletion Of Front Backboard Compartment. Narrow Side Entry Door.	

PART NO	DESCRIPTION	QTY
25-04-6500	<p>Aluminum Adjustable Upper RFS Cabinet Shelf (Ea)</p> <p><b>SHOP NOTE:</b> Smooth Aluminum Shelves. Specify Lip Size:1".</p> <p>Install In Upper Right Front Stack Cabinet. (Cabinet Has Inside Access Only).</p>	2
25-04-7500	<p>Vortex Lined Walls In IS/OS Compartment</p> <p><b>SHOP NOTE:</b> Specify Color: Standard Gray.</p> <p>Exterior Access Only.</p>	1
25-04-8000	<p>Superliner Curbside Front Battery Compartment</p> <p><b>SHOP NOTE:</b> P-2 Compartment.</p> <p>(2) Of The (4) Batteries With Slide-Out Tray.</p> <p>Additional Batteries To Match Ford OEM Batteries Under Hood.</p>	1
25-05-3000	<p>Superliner Curbside Rear Backboard Compartment</p> <p><b>SHOP NOTE:</b> P-4 Compartment.</p> <p>Includes .188" Custom Height Fixed Vertical Divider. DELETE Standard Horizontal Shelf.</p> <p>Install The Vertical Divider Approximately 8" From Wall #1 To Allow A Ferno EXL Scoop Stretcher To Be Installed On Wall #1. Allow Room To Remove and Install The Scoop Without Complications. The Divider Shall Extend From Ceiling Down To Just Above The Stryker #6252 Stairchair Stored On Wall #2. (Allow Approximately 42" For Stair Chair Height)</p> <p>WidenThe Compartment To Allow The EXL Scoop And Standard Snow Shovel To Be Stored On Wall #1, Stryker #6252 On Wall #2 And (2) Backboards On The Compartment Door With Custom Life Line Door Bracket.</p> <p>Compartment To Include 30.5" Interior Compartment Width.</p> <p>Accommodate Pedi Board / Scoop Stretcher / Snow Shovel With PAC Mounting Bracket / (2) Iron Duck 750# Capacity Backboards / Collars / Stryker #6252 Stairchair.</p> <p>NOTE: Ferno Washington Model EXL Scoop Stretcher And Flat Plastic Snow Shovel To Be Installed On Wall #1 Area. Do Not Extend The Bracket Further Than Fixed Divider At Top.</p> <p>Flat Snow Shovel To Be customer supplied Fastenal Part #0238826. 18" x 13" x 36" Long Plastic Snow Shovel With Durable Steel Core Handle And Poly D-Grip.</p>	1
25-05-3500	<p>Superliner Full Height Streetside Front Compartment</p> <p><b>SHOP NOTE:</b> D-1 Compartment. Main Oxygen Bottle Bracket Mounted On Wall #2 Right Side.</p>	1
25-05-5000	<p>Superliner Streetside Double Door Intermediate Compartment</p> <p><b>SHOP NOTE:</b> D-2 Compartment.</p>	1
25-06-3500	<p>3/4 Height Double Door Streetside Rear Compartment</p> <p><b>SHOP NOTE:</b> D-3 Compartment. Reinforce Lower Half Of Wall #2 For SCBA Storage.</p>	1

PART NO	DESCRIPTION	QTY
25-11-8010	<p>Smooth Aluminum Adjustable Shelf W/ Ribbed Rubber Matting (Ea)</p> <p><b>SHOP NOTE:</b> Smooth Aluminum Shelves With 1.50" Lips. Specify Compartment: (1) D-2 Compartment. (2) D-3 Compartment. (3) P-4 Compartment. Bottom Shelf Starts Above Stryker Stairchair. No Shelf Tracking In Stairchair Area.</p> <p>(1) In The Headend Squad Bench Work Cabinet. Include 1" Lips ILOS. Install In Upper Section.</p>	7
25-12-1010	<p>Fixed .188" Vortex Covered Aluminum Vertical Divider (Ea)</p> <p><b>SHOP NOTE:</b> Specify Compartment: (1) D-1 Compartment Forward Of Main Oxygen Bottle. Divider To Be Installed From Floor To Bottom Of Fixed Full Width Shelf.</p>	1
25-12-1110	<p>S.V.I. Adjustable Ceiling Backboard Divider (Ea)</p> <p><b>SHOP NOTE:</b> Specify Compartment: Install An Adjustable Divider In The Ceiling Of The P-4 Compartment To Prevent The Scoop Stretcher From Coming Out Of The Compartment When The Door Is Open. Divider To Be Installed Between Wall #1 And The Fixed Divider Only. Hang Down From The Compartment Ceiling Approximately 16" To Cover The Last 2"-3" Of The Scoop Stretcher. The Last 1" Shall Be Angled Towards The Exterior With 30 Degree Angle.</p>	1
25-12-5010	<p>Fixed Smooth Aluminum Shelf W/Ribbed Rubber Matting (Ea)</p> <p><b>SHOP NOTE:</b> Smooth Aluminum Shelves With 1.50" Lips. Specify Compartment: (1) D-1 Compartment. Installed Above Main Oxygen. Full Width Of Compartment.</p>	1
25-12-8000	<p>Add IS/OS Access To Exterior Compartment (Ea)</p> <p><b>SHOP NOTE:</b> Specify Compartment: (1) P-4 Compartment. (2) Hinged Poly Doors With Trim. Ceiling To Top Of Stairchair. Each Door To Include M1 Latch.</p>	1
25-12-9000	<p>Black Dri-Deck On Compartment Floor (Each)</p> <p><b>SHOP NOTE:</b> Specify Compartments: (1) P-1 Compartment. (1) P-4 Compartment (1) D-1 Compartment. (1) D-2 Compartment. (1) D-3 Compartment.</p>	5
25-12-9500	<p>Black Dri-Deck On Compartment Shelf (Each)</p> <p><b>SHOP NOTE:</b> Specify Shelf: (2) Upper Right Front Stack Shelves (Cabinet Has Inside Access Only). (3) P-4 Compartment. (1) D-1 Compartment. (1) D-2 Compartment. (2) D-3 Compartment.</p>	10
25-13-5600	<p>2" Seat Belt Style Compartment Equipment Strap (Ea)</p> <p><b>SHOP NOTE:</b> Specify Compartment Location: (1) P-4 Compartment. Wall #2 For Stryker Stairchair. (1) P-4 Compartment Door. (1) Strap Per Backboard (1-Std). Offset The Straps. Use Different</p>	4



PART NO	DESCRIPTION	QTY
	<p>Color Straps If Possible For Identification.</p> <p>Above Straps In P-4 Compartment To Be Sized For Appropriate Area(s) / Components And Include 6" Of Excess For Adjustment.</p> <p>SPECIAL NOTE TO PARTS DEPT. The 2nd Strap For The Backboard Compartment Is To Be Orange.</p> <p>(1) Trash Container On Right Front Stack Wall In Module. Strap To Be Sized For Appropriate Component And Include 4" Of Excess For Adjustment.</p> <p>(1) P-4 Compartment On Wall #1. Install 6" Up From Stainless Vent. To Secure A 24" Wide Flat Snow Shovel To Wall. Adjust Strap Length So Only 4" Of Excess Strap Is Remaining For Securing Shovel. Shovel Sticks Off Wall By 1".</p>	
25-CS-0500	<p>S.C.B.A. Bracket (Ea)</p> <p><b>SHOP NOTE:</b> Specify Compartment: Specify S.C.B.A. Brand: Specify Tank Pressure Rating: Specify Tank Minute Duration:</p>	2
25-CS-0710	<p>Vortex Wall Plate with Vortex Horizontal Shelf Track For Mounting Equipment (ea)</p> <p><b>SHOP NOTE:</b> Specify Compartment: (1) D-3 Compartment.</p> <p>Install Vortex Covered Shelf Track Horizontally On Wall #2 Of The D-3 Compartment. Install .188" Vortex Covered Aluminum Plate On The Tracks. Full Width Of The Rear Wall.</p> <p>Lower Portion Of The Compartment Down To 4" Above Floor Line X Full Width Of Wall #2.</p> <p>Customer Will Install SCBA Units, PAC IronSlock Tool (P/N K5003) And Equipment On The Plate.</p> <p>NOTE: Plate Will Be Approximately 32" High Going From Approximately 4" Off The Floor.</p> <p>(1) P-1 Compartment. Mount On Wall #2. Full Height X Full Width.</p>	2
25-CS-0800	<p>Custom Inner Door Panel Long Board Storage Brackets</p> <p><b>SHOP NOTE:</b> Specify Compartment: P-4 Compartment. Custom Back Board Brackets On The Compartment Door ILOS. Includes Two Vortex Covered Boxes For Boards. Upper Section Mounted With Adjustable Track. Upper Section Is Open On The Top. Lower Section Is Fixed. Lower Section Is Open On The Leading Edge Side. CUSTOM Boxes Are 7" Deep (ID) x 5" High (ID) x 18" Wide (ID). Includes Center Section 2" Wide Seat Belt Style Strap. Install The Short Strap In The Outer Most Position.</p> <p>Boxes Must Fit (2) Iron Duck 750# Capacity Backboards.</p>	1
25-DL-0100	<p>Floor Angle Bracket For Stairchair Wheels - Vortex Covered</p> <p><b>SHOP NOTE:</b> Specify Compartment: P-4 Compartment. To Prevent Stairchair Wheels From Kicking Out Locate This Angle 7" From Wall #2. Includes 2" Seat Belt Installed To Retain Unit To Wall.</p>	1

PART NO	DESCRIPTION	QTY
25-DL-0200	Reinforce Compartment Wall (Per Wall / Per Compartment) <b>SHOP NOTE:</b> Specify Custom Option: D-3 Compartment, Includes Wall #1 / Wall #2 / Wall #3.	3
25-DL-0300	Radio Access Panel In Streetside Front Compartment <b>SHOP NOTE:</b> Specify Custom Option: In The Top Portion Of D-1 Compartment / Wall #2 - Behind The HED Electrical Panel Shall Be A Removable Access Panel. The Panel Will Gain Access To The "Dead Space" Behind The HED Electrical Panel. The Area To Be Full Width x Full Height. The Height Will Start Above The Ceiling Of The Streetside Aisle Cabinet. The Customer To Mount Trunk Mount Radios To The Floor Of The New Dedicated Radio Area And Side Walls. LL To Allow For Mounting Of Trunk Mount Radios To Areas Within The Dedicated Radio Cabinet. This Unit Will Allow For Two (2) Minimum Trunk Mount Mobile Radios And Radio Buss Bars, Minimum. Make The Opening As Large As Possible For Ease Of Access.	1
25-DL-0400	Install Stryker "J" Hooks For Equipment Storage <b>SHOP NOTE:</b> Specify Compartment Location: (2) D-2 Compartment. (1) Each Door. Up High. Centered On Door Panel.  (1) P-1 Compartment. Up High. Centered On Door Panel.  (2) D-3 Compartment. (1) Each Door. Up High. Centered On Door Panel. Top Of "J" Hook Approximately 22" Down From Top Of Diamond Plate Door Panel.  Use Stryker "J" Hook. Nut And Bolted To Diamond Plate Door Panel.	5
25-DL-0500	Fastenal Snow Shovel <b>SHOP NOTE:</b> Specify Custom Option: Supply (1) Flat Snow Shovel. Fastenal Part #0238826. 18" x 13" x 36" Long Plastic With Durable Steel Core Handle And Poly D-Grip.	1
25-SV-0004	PAC Tools "IronSlock" K5003 <b>SHOP NOTE:</b> Specify Custom Option: (1) Mounted In D-3 Compartment Secured To Removable Wall Panel On Wall #2. Centered In Compartment.	1
<b>***REAR STEP AND BUMPER ASSEMBLY***</b>		
30-01-0600	STD Rear Bumper With Rubber Dock Option (LOW) <b>SHOP NOTE:</b> Standard Rear Bumper With Rubber Dock Bumper Option. Includes Standard Reinforced Corner Angle Supports. Center Section And End Caps To Be At The Same Height ILOS.	1
30-01-3000	Recessed Rear Kick Plate For Bumper Flip Up Section <b>SHOP NOTE:</b> Requires Lowered Bumper.	1
30-01-3500	Custom Width Diamond Plate Rear Kick Plate <b>SHOP NOTE:</b> To Be In Recessed Area Only.  Smooth Aluminum On Rear Wall Except For The Custom Rear Kick Plate.  Includes Extending The Stainless Steel Sill Plate To Top Of Notch.	1

PART NO	DESCRIPTION	QTY
	<b>***IMPACT RAILS, STONE SHIELDS AND RUNNING BOARD***</b>	
35-01-0000	One Piece Body Side Panels With Lower Impact Rails <b>SHOP NOTE:</b> Includes Lower Impact Rails Only.	1
35-01-3010	Diamond Plate Running Boards With NFPA Tread & Grip Strut <b>SHOP NOTE:</b> Welded On Grip Strut	1
35-01-7110	Whelen 2G 4" Round L3 Intensity Chrome Flange Mounted Running Board Lights (Pr) <b>SHOP NOTE:</b> Whelen #20COCDRCR With #2GFLANGC 2G Series ABS Chrome Plated Flange Kit For Surface Mount. Use Deutsch Waterproof Connectors.	1
35-01-7520	Rear Mud Flaps With Stainless Steel Hem Weights	1
35-01-9000	Stainless Steel Compartment And Entry Door Sill Plates	1
35-02-0000	Drip Rail Over Door (Ea.) <b>SHOP NOTE:</b> Specify Compartment: (1) P-1 Compartment. (1) P-2 Compartment. (1) P-3 Compartment. (1) P-4 Compartment. (1) D-1 Compartment. (1) D-2 Compartment. (1) D-3 Compartment. (1) Above Rear Doors.  Ship Loose Drip Rail For D-2 / P-1 / P-2 / Rear Doors. Dealer To Install After Graphics And Striping Is Applied.	9
35-02-2500	36" High Front Stone Guards <b>SHOP NOTE:</b> With Sealed Top Edge.	1
35-02-5500	Polished Stainless Steel Plate Under Fuel Fill Area	1
	<b>***ELECTRICAL SYSTEM***</b>	
40-00-0550	Elite G3 Touch Screen Electrical System <b>SHOP NOTE:</b> Includes: (1) Front Switch Panel - Installed On Angled Portion Of Front Console. Install With Nutcerts.  (1) Rear Switch Panel. Streetside Main Action Area On Slanted Panel. Install With Nutcerts.  (1) Carling Rocker Switch For Center Strip Lights. Location: Right Front Stack Cabinet. Includes Stainless Steel Guard Around Switch. #E24072. This Is A Combination 15-Minute Timed Switch Activated When Ignition Is "Off" And Also On / Off When Keyed Ignition Is "On".  DELETE Momentary Disable Rocker Switch For Curb Side Scene Lights.  (1) Electric Oxygen With Regulator And Oxygen Display. Regulator Mounted On A Bracket Remote From The Oxygen Tank. Includes High Pressure Hose From The Tank To The Regulator.  (3) Power Point Studs - They Will Include A Full-Time Hot, Battery On (Module Power "Hot") And Ground. These Are Rated 20 AMPS Or Less. Standard Location, Electrical Closet.  (1) Rostra Back-Up Camera. Camera Will Be Displayed Thru The Ford OEM Navigation. Exterior Camera Above Rear Doors To Be Black ILOS. See Option #40-DL-0100 For Requirements.	1

PART NO	DESCRIPTION	QTY
	Interior Dome Lights On Low With Entry Door. Inverter Will Come On With Ignition, Along With Button Provided On Switch Panel.	
40-01-0301	Add Second Rear Touch Screen (Elite System) <b>SHOP NOTE:</b> Specify Mounting Location: (1) Below Head End Bandage Cabinet In Angled Switch Panel Cabinet. Install With Nutcerts.	1
40-01-0610	Relocate Breaker Box to Cab Area <b>SHOP NOTE:</b> Behind Passenger Seat. New Location For 2017+ Ford F-SuperDuty Cab / Chassis.  Requires Additional Cab / Module Wire Run Boot On Type I (Life Line Part #U10002).  Ship OEM Jack Loose.	1
40-01-2000	Reverse Activated Alarm With Momentary Auto Reset Switch <b>SHOP NOTE:</b> ECCO #575 Alarm.  Old Style Location. Do NOT Install On Sub Frame Of Bumper.	1
40-01-5000	Super Auto Eject Shoreline - 20 Amp <b>SHOP NOTE:</b> Specify Location: Above D-2 Compartment.  Includes Stainless Steel Access Panel On Exterior.  LL Part #1602SS.  Inlet Cover Color: Red.	1
40-01-6900	<b>**FACTORY USE ONLY**</b> <b>SHOP NOTE:</b> Shoreline Inlet Adapter Plug Present.	1
40-01-7600	SVI Shoreline On Indicator Light (Exterior) <b>SHOP NOTE:</b> Includes: LL Part #E23181(1) Red "OS" Light. LL Part #E18028 (2) Power Relays.  A Single Indicator Light Will Be For Both Breakers. LL Part #E18028 (2) Power Relays.  Use "OS" LED Light With Chrome Trim Ring ILOS. Whelen Part #OSROOSCR. Red Steady-Burn And Clear Lens.  Light Is Mounted On The Shoreline Access Plate. Centered On The Access Panel.  Includes Standard "This Connection Is For 110-125 Volt AC 60 HZ, 20 Ampere Supply" Label Mounted Under The Shoreline Centered On Access Panel.	1
10-02-3400	Sensata 12VDC Pure Sine 1200W Inverter w/Display Includes 65 Amp Battery Charger <b>SHOP NOTE:</b> Sensata Model #12NP12. 1200 Watt Pure Sine Wave Inverter W/ 65 Amp Battery Charger.	1

PART NO	DESCRIPTION	QTY
	Specify Remote Display Location: On Electrical Closet Door - Up High.	
	Inverter / Battery Charger Unit To Be Installed On The Floor Of Electrical Closet.	
40-03-0000	Action Area 12 Volt Power Outlet <b>SHOP NOTE:</b> Full Time Hot Circuit. Below Action Area Cabinet And Above Counter Top.	1
40-03-2000	R.F.S. Cabinet 12 Volt Power Outlet <b>SHOP NOTE:</b> Mounted In The Upper Section On Wall #1. (Cabinet Has Inside Access Only). Full Time Hot Circuit.	1
40-03-5500	Add 12 Volt Power Outlet (Ea) <b>SHOP NOTE:</b> Full Time Hot Circuit. Specify Location: (1) Action Area Next To Standard. (Below Action Area And Above Counter Top.) (1) Above Lower Pass Thru Countertop On RFS Cabinet Wall. (3) Lower Pass Thru Cabinet. (1) For Engel Cooler (All On Wall #3 Lower Rear Corner) / (1) For Stryker Battery Charger / (1) For Printer.	5
40-03-6000	Action Area 125 Volt Outlet	1
40-03-7000	R.F.S. Cabinet 125 Volt Outlet <b>SHOP NOTE:</b> Mounted In The Upper Section On Wall #1.	1
10-03-8500	Add 125 Volt Outlet (Ea) <b>SHOP NOTE:</b> Specify Location: (1) Action Area Near Side CPR Seat. (1) Above Lower Pass Thru Countertop On RFS Cabinet Wall. (2) Lower Pass Thru Cabinet. (1) For Stryker Battery Charger / (1) For Printer. Install Both On Wall #1 - Rear Corner (1-Hi / 1-Low).	4
40-03-8610	Waytek Item# 11013 USB Dual Charging Port <b>SHOP NOTE:</b> Specify Location: (1) Cab Front Console. Passenger Side Of Top Flat Area. (1) Main Action Area Near 12V. Below Action Area Cabinet And Above Counter Top.) (1) Above The Lower Pass Thru Countertop On RFS Wall Near 12V / 125V Outlets.	3
40-04-1510	Engine Block Heater With Separate 20 Amp Shoreline Inlet With Auto Eject <b>SHOP NOTE:</b> Includes Separate Super Auto Eject 20 Amp Shoreline Inlet. Specify Inlet Location: Above D-2 Compartment. Includes Red Cover.  Stainless Shoreline Plate LL #1602SS. Block Heater Is Not Thermostatically Controlled.	1
40-04-3800	Smithworks 12 Volt Floor Mount IV Fluid Warmer Tray (Ea) <b>SHOP NOTE:</b> Specify Cabinet Location: Forward Portion Of Left Front Overhead At Bottom Of Cabinet. Circuit Is Wired 12 Volt Full Time Hot. REQUIRES BATTERY CHARGER. MANUFACTURER WARRANTY ONLY APPLIES.	1

PART NO	DESCRIPTION	QTY
40-04-4000	Power Door Locks For Side Entry & Rear Entry Doors	1
40-04-4500	Additional Power Door Lock (Ea) <b>SHOP NOTE:</b> Door Locks Are Wired Thru The O.E.M. Door Lock Switches. Door Locks Are Thermally Protected With Pulsed Signals. Specify Compartment Location: (1) P-1 Compartment. (1) P-4 Compartment. (1) D-1 Compartment. (1) D-2 Compartment. (1) D-3 Compartment.  Does NOT Include P-2 Battery Compartment.	1
40-04-5500	Hidden Switch In P-2 Compartment For Power Door Locks (Unlock Only) <b>SHOP NOTE:</b> Install In P-2 Compartment On Wall #3. Use Rear License Plate Style Switch ILO Plunger Style Switch.	1
40-04-6000	Hidden Switch In Rear License Plate Housing (Unlock Only)	1
40-04-7000	Interior Body Switch For Power Door Locks (Ea) <b>SHOP NOTE:</b> Specify Location: (1) Side Entry Door. (1) Rear Entry Door - Primary Door.	2
40-05-0501	2 Kenwood Speakers Mounted In The Ceiling (Ducted AC) <b>SHOP NOTE:</b> Volume Control Mounted In The Street Side Action Area. Near D-1 Compartment In Upper Corner. KFC-1365S Speakers.	1
40-05-1600	12 Volt Power And Ground Circuit For Flashlight (Ea) <b>SHOP NOTE:</b> Specify Location: (2) In The Cab Area. At The End Of The Console. Includes A Heavy Duty Powder Coated Shelf Bolted To The Console. To Allow Each Charger To Be Installed. Top Of Charger Shall Be Flush With Top Of Console.  (1) On The Aisle Side Of The RFS Cabinet In Front Of The Face Of The AC Panel. Includes A Heavy Duty Powder Coated Shelf Bolted To The RFS Wall To Allow The Charger To Be Installed.	3
40-DL-0100	Wire Rear View Camera Thru OEM Navigation System <b>SHOP NOTE:</b> Specify Custom Option: Install A Black Rostra Reverse Activated Camera To The Rear Module Wall. The Camera Cable To Be Installed From The Camera To The OEM Plug At The Rear Of The Chassis. The Plug Runs To The OEM Navigation In The Front Cab Dash. Includes Ford Re-Programming To Get The Camera Mode Turned On. Life Line Part #E26106.  Black Camera On Exterior.  MAPC OPTION #40-SV-0001.	1
40-DL-0200	Handlight Angle Brackets <b>SHOP NOTE:</b> Specify Custom Option: LL Part #P07150 - Flashlight Brackets.  (3) Black Powder Coated Aluminum Angle Brackets To Allow (3) Streamlight "Survivor" Charger Bases To Be Bolted To Be Secured In The Appropriate Areas In The Cab And Module.	3

PART NO	DESCRIPTION	QTY
40-DL-0300	Streamlight "Survivor" LED Handlights <b>SHOP NOTE:</b> Specify Custom Option: (3) Streamlight "LED" Survivor Lights. (2) Cab At End Of Console And (1) In Front Of HVAC Access Panel Bolted To RFS. Orange Color. 12V Direct To Battery.	3
<b>***INTERIOR LIGHTING***</b>		
45-01-0000	Oxygen Compartment Light	1
45-01-0500	Side Entry Door Stepwell 3" Round LED Light <b>SHOP NOTE:</b> Whelen 3" Round Super-LED Surface Mounted.	1
45-01-2605	Whelen #80C0EHCR "LED" Frosted Round Ceiling Light ILOS (Ea) <b>SHOP NOTE:</b> Frosted Lens.  (5) Streetside. (5) Curbside.	10
45-01-3000	12" Grote 60591 LED Action Area Light <b>SHOP NOTE:</b> Switch Integral Of Light Fixture.	1
45-01-7540	4-ROM 18" Rectangular DuroLumen Recessed "LED" Center Strip Lights <b>SHOP NOTE:</b> Includes Switch In Switch Panels For Lights To Operate On 12V With HI/Lo Switch. ROM Part #R03853. Lights Will Be On "High" With Timer Switch.  Specify Switch Location: Right Front Stack Wall. Includes Metal Trim Guard Around Switch For Protection. LL Part #E24072.  Includes Hi / Low Separate Switches In Elite Touch Screen For 12V Operation.	1
<b>***EXTERIOR LIGHTING***</b>		
50-01-0001	Whelen M6 Series "LED" Stop/Tail Lights (Pr) <b>SHOP NOTE:</b> Whelen Part #M6BTT. Includes Colored Lens.  Mounted In The Bottom Of The Whelen 4-Tier Housing.	1
50-01-6001	Whelen M6 Series "LED" Amber Turn Lights (Pr) <b>SHOP NOTE:</b> Whelen Part #M6T. Includes Colored Lens.  Mounted Above The Rear M6 Series LED Stop/Tail Lights In The Whelen 4-Tier Housing. .  Wire To Flash Sequentially In The Direction Of The Arrow.	1
50-02-7000	Whelen M6T Series "LED" Amber ArrowTurn Light IATS (Pr) <b>SHOP NOTE:</b> Whelen Part #M6T. Includes Colored Lens.  Specify Location: Front Of The Module Directly Below The Whelen M9 Flashers.  Wire To Flash Sequentially In The Direction Of The Arrow.	1

PART NO	DESCRIPTION	QTY
50-02-9000	<p>C.P.I. License Plate Housing  <b>SHOP NOTE:</b>            Located In The Center Section Of The Rear Recessed Kick Panel.</p> <p>Includes Dual LED Recessed Lights.</p>	1
50-02-9501	<p>Whelen M6 Series LED Back-Up Lights (Pr)  <b>SHOP NOTE:</b>            Whelen Part #M6BUW.</p> <p>Mounted Above The Rear Turn Lights In The Whelen 4-tier Chrome Housing.</p>	1
50-03-4901	Two Reverse Activated Whelen M9LZC Rear Load Lights	1
50-03-8401	Whelen M9LZC Side Scene Lights (Two Each Side)	1
50-03-9000	Right Side Scene Lights On With Open Side Entry Door	1
50-04-2000	Rear Side Scene Lights On In Reverse IATS	1
50-04-5000	<p>Wire Rear Emergency Light Flashers To Brake Circuit IATS  <b>SHOP NOTE:</b>            Specify Light Location: Upper Outer M9 Lights On The Rear Of The Module.</p>	1
50-04-7010	<p>Whelen 2G 4" Round L3 Intensity Under Body Light (Ea)  <b>SHOP NOTE:</b>            Switched On By Vehicle Placed In "Park" And The "Park Brake" Applied.</p> <p>Use Whelen 2G Series 4-inch Round LED Lights With Deutsch Connectors. #20COCD CR Level 3 Intensity Light (Six Diode).            2GROMMET Rubber Grommet Mount. Whelen Part #2GROMMET.            Includes Angled Brackets. Whelen Part #2GBKT1. Do NOT Include Angle Bracket Under Rear Bumper. The Rear Bumper Lights Shall Be Installed On Flat Plate To Shine Directly To The Ground. Install Under The Outboard Bumper Box Covers.</p> <p>(3) Streetside - (2) Forward Of The Axle / (1) Aft Of The Axle.            (3) Curbside - (2) Forward Of The Axle / (1) Aft Of The Axle.            (2) Rear Under Bumper Ends. Flush With Outboard Bumper Pod. No Angle Brackets.            (2) Under Cab Driver / Passenger Cab Step. Use Flat Brackets.</p>	10
50-04-7501	<p>Whelen "OS" Series LED ICC Marker Lights ILOS (Ea)  <b>SHOP NOTE:</b>            (6) Whelen Part #0SR00MCR Red LED Whelen Marker Lights ILOS.            (2) Whelen Part #0SA00MCR Amber LED Whelen Marker Lights ILOS.</p>	8
50-04-8000	<p>Innovative Lighting Slimline Rear DOT/Brake Light  <b>SHOP NOTE:</b>            Mounted Above The Rear Doors.            Mounted Above The Drip Rail.            Mid Sections To Be Wired Thru The Brake Light Circuit.</p>	1
50-DL-0100	<p>Additional Whelen M6 Series "LED" Stop/Tail Lights (2)  <b>SHOP NOTE:</b>            Specify Custom Option:            Install (1) Additional Set Of Whelen M6BTT Series "LED" Stop/Tail Lights.            Mount In The Top Of The Whelen 4-Tier Housing.</p>	1
50-DL-0200	<p>Whelen M4 Warning Light On Interior Door Panel (Ea)  <b>SHOP NOTE:</b>            Includes Individual Door Switch Circuit.            Location(s): Side Entry Door. (1) High / (1) Low.</p> <p>Whelen Part #M4R - Red LED With Red Lens. Set To On/Off Flash Pattern. Includes Chrome Flange.</p>	2



PART NO	DESCRIPTION	QTY
50-DL-0300	<p>Whelen M9LZC Scene / Load Lights, Additional (Ea)</p> <p><b>SHOP NOTE:</b> Specify Custom Option: Installed In Lower Kick Plate Area Below Doors. Mount Outboard.</p> <p>Watch For Electrical Load. Make Sure Breaker Does Not Trip.</p>	2
50-DL-0400	<p>Whelen M6FCV4 Chrome Flange For 4 Vertical M6 Lighthoods (Ea)</p> <p><b>SHOP NOTE:</b> Specify Custom Option: Rear Of Module: Whelen M-Series Brake/Tail, Reverse, Turn, Brake/Tail Lights To Be Installed In A 4-Tier Whelen Chrome Housing.</p> <p>Top To Bottom As Follows: Brake/Tail. Reverse Turn Brake/Tail.</p>	2
50-DL-0500	<p>Whelen Pioneer Plus Surface Mount Dual Flood/Spot Combination Light</p> <p><b>SHOP NOTE:</b> Specify Custom Option: (1) Whelen Part #PCPSM2B. Dual Panel, Combination Spot / Flood Lighthouse Mounted Below The External A/C Condenser.</p> <p>Mount Tight To Condenser To Allow Department Name To Be Installed Above Cab Roof Lightbar and Below Pioneer Lighthouse.</p> <p>Includes Black Flange.</p> <p>Wired To Front Scene Light Switch In Console On Light Panel Screen. Single Switch To Activate Both Types Of Light Within The Housing.</p>	1
	<p>***RADIO PROVISIONS AND AIR HORNS***</p>	1
	<p><b>SHOP NOTE:</b> Pricing Does Not Include Installation Of Customer Supplied Radio Equipment Unless Otherwise Stated. All Customer Supplied Radio Equipment Must Be Received At Life Line Prior To Construction Start Date.</p>	
55-01-8500	<p>KE-794 Antenna Base With Coax</p> <p><b>SHOP NOTE:</b> Specify Termination Location: (1) Front Module Roof To Radio Storage Area In D-1 Compartment. Label #1.</p> <p>Leave 18" Between Each Module Roof Antenna Base.</p> <p>Install Rain Caps On All Antenna Bases.</p>	1
55-02-1500	<p>KE-794 Module Roof Antenna Base/Coax (Ea)</p> <p><b>SHOP NOTE:</b> Specify Termination Location: (1) Mid-Front Module Roof To Front Cab Console. Label #2. (1) Mid-Rear Module Roof To Radio Storage Area In D-1 Compartment. Label #3. (1) Rear Module Roof To Streetside Action Area. Behind Switch Panel. Label #4.</p> <p>Leave 18" Between Each Module Roof Antenna Base.</p> <p>Install Rain Caps On All Antenna Bases.</p>	3

PART NO	DESCRIPTION	QTY
55-02-5600	<p>Radio Pre-Wire Power Studs 20 AMP Or Less Circuit (Ea)</p> <p><b>SHOP NOTE:</b>  Full Time Power And Ground And Battery On (Ignition On) Circuits.  Butt Splice Termination Points.  Specify Termination Location: Above Action Area Countertop / Below Action Area Cabinet. For Computer.</p> <p>Location To Allow A Computer Mount to Be Installed In The Action Area And Have The Wiring Come Straight Out To Connect To Computer Docking Station.</p> <p>Include A 2-3/8" Finger Grommet (Same As Plug In Electrical Cabinet). This Will Allow For Computer Wiring to Run Thru And Power / Ground For Computer.</p> <p>Label "Computer Connection".</p> <p>(2) Streetside Action Area Above Action Area Cabinet.</p> <p>(1) Curbside Head End Of Squad Bench Behind The Elite Switch Panel.</p> <p>14 Gauge Wire.</p>	4
55-02-5800	<p>Radio Pre-Wire Power Studs Over 20 AMP (Ea)</p> <p><b>SHOP NOTE:</b>  Specify Termination Locations:  (1) Covered Power Buss Bar Behind The Driver's Seat Base. Inboard Near The Seat Belt.  Direct Battery Hot/Ground And Ignition On Circuits.  (1) Covered Power Buss Bar Under The Front Console.  Direct Battery Hot/Ground And Ignition On Circuits.  (2) Covered Power Buss Bar In D-1 Compartment Behind Radio Access Panel.  Direct Battery Hot/Ground And Ignition On Circuits.</p> <p>NOTE: All Pre-Wire Power Circuit's Are Full Time Hot And Battery On.</p> <p>Must Be Minimum 8 Gauge Wire And Contain 40 Amp Circuit Breakers.</p>	4
55-02-6500	<p>Install Customer Supplied Radio Cables (Ea)</p> <p><b>SHOP NOTE:</b>  Specify Routing And Termination Locations:  (4) All Cables Will Be Marked According To Locations Per Dealer.</p> <p>(1) D-1 Compartment To Front Console.  (1) D-1 Compartment To Front Console.  (1) D-1 Compartment To Streetside Action Area Above Storage Cabinet.  (1) Streetside Action Area Above Storage Cabinet To Curbside Head End Squad Bench Cabinet Behind Elite Screen.</p>	4
55-DL-0100	<p>Havis Shields Equipment Bracket - Supply &amp; Install</p> <p><b>SHOP NOTE:</b>  Specify Custom Option:  Install (3) Dealer Supplied Havis Equipment Brackets. Part #C-EB25-XTL-1P.  (1) Street Side Action Area. Bracket To Allow Radio Speaker To Be Mounted To The Right Of The Bracket. Close To Angled Area. (See Drawing)  (2) Front Cab Console.</p>	3
55-DL-0200	<p>Install Customer Supplied Radios (Does Not Include Final Hook Up)</p> <p><b>SHOP NOTE:</b>  Specify Custom Option:  Install All Harwich Fire Department Mobile Radios.</p> <p>Includes Installing Docking Station For Computer System. .</p>	8

PART NO	DESCRIPTION	QTY
	Does Not Include Radios Or Antennas Or Docking Station. .	
	<b>***SIRENS AND EMERGENCY LIGHTING***</b>	1
	<b>SHOP NOTE:</b> 2017+ Ford F-Superduty Does Not Allow For Wig Wag Headlights To Be Added. Wig Wag Headlights Are Not Included Within Proposal.	
	<b>SPECIAL NOTE:</b> SECONDARY MODE WILL NOT COME ON AUTOMATICALLY IN THE PARK/NEUTRAL MODE.	
60-01-1200	Whelen 295HFSA7 Dual Amp Siren System ILOS <b>SHOP NOTE:</b> Includes Dual Amp Option.  Must Have Full Access To Dip Switches In Electrical Closet.  NOTE: OEM Horn Shall Not Sound Thru Steering Wheel Siren Operation.	1
60-01-4510	SAD3815 and SAP3816 Thru Bumper Siren Speakers (F-Series) <b>SHOP NOTE:</b> SAD3815-17FSD-1. SAP3816-17FSD-1.	1
60-01-9001	4 Whelen M9 Series "LED" Side Module Warning Lights <b>SHOP NOTE:</b> Whelen Part #M9R - Red LED With Red Lens. Mount The Side Lights Inline.  Wired To Primary / Secondary Switch / Circuit.	1
60-02-2001	2 Whelen M9 Series "LED" Front Module Warning Lights <b>SHOP NOTE:</b> Whelen Part #M9R - Red LED With Red Lens.  Wired To Primary / Secondary Switch / Circuit.	1
60-02-8100	Delete The Standard Center Front Module Warning Light (Credit) <b>SHOP NOTE:</b> See Option #60-10-0001 For KKK Required Clear LED Forward Facing Lights.	1
60-02-9501	2 Whelen M9 Series "LED" Rear Module Warning Lights <b>SHOP NOTE:</b> Whelen Part #M9R - Red LED With Red Lens.  Wired To Primary / Secondary Switch / Circuit.	1
60-03-3005	1 Whelen M6 "LED" Center Rear Module Warning Light <b>SHOP NOTE:</b> Whelen Part #M6A - Amber LED With Amber Lens.  Wired To Primary / Secondary Switch / Circuit.  Use M6 Light ILOS Due To Quantity Of Lights And Rear Camera.	1
60-04-4610	Emergency Lights On In Reverse <b>SHOP NOTE:</b> Wired To "Rear Flasher" Switch / Circuit.  Includes Cut-Out Switch In Front Switch Panel.	1

PART NO	DESCRIPTION	QTY
60-04-5280	<p>2 Whelen ION Wide Angle Super "LED" Grille Lights (Type I)</p> <p><b>SHOP NOTE:</b> Part #WIONSMCR - Red LED With Clear Lens. Includes Chrome Flange.</p> <p>Mount In The Lower Grill Area.</p> <p>Wired To Primary / Secondary Switch / Circuit. Cut-Out In Secondary Mode.</p>	1
60-05-0494	<p>2 Whelen M7 Series "LED" Intersection Lights (Type I)</p> <p><b>SHOP NOTE:</b> Whelen Part #M7R - Red LED With Red Lens.</p> <p>Wired To Primary / Secondary Switch / Circuit. Cut-Out In Secondary Mode.</p>	1
60-06-6001	<p>2 Whelen M7 Series "LED" Rear Wheel Well Lights</p> <p><b>SHOP NOTE:</b> Whelen Part #M7R - Red LED With Red Lens.</p> <p>Wired To "Rear Flasher" Switch / Circuit.</p>	1
60-08-1010	<p>Opticom Mounted On The Front Wall W/Park Disable</p> <p><b>SHOP NOTE:</b> Includes Park Disable Circuit. #794H Infrared.</p> <p>Install Above Driver Seat Between A/C Condenser And Whelen M9 KKK Light.</p>	1
60-08-1300	<p>Emitter Recess Bezel Mount Kit For Front Module Wall Mount</p> <p><b>SHOP NOTE:</b> PART # 78-8118-6920-1.</p> <p>Install Above Driver Seat Between A/C Condenser And Whelen M9 KKK Light.</p>	1
60-09-4453	<p>Whelen ION "LED" Grille Light Clear Lens With Chrome Flange</p> <p><b>SHOP NOTE:</b> Specify Locations: (2) On The Sides Of The Grille Near Headlights. Whelen Part #WIONSMCR - Red LED Clear Lens. Includes Chrome Flange. Wired To "Front Flasher" Switch / Circuit.</p> <p>(2) In Upper Grille Light Area. Whelen Part #WIONSMCR - Red LED Clear Lens. Includes Chrome Flange. Wired To "Front Flasher" Switch / Circuit.</p>	4
60-10-0001	<p>Whelen M7 Red Or Amber Or Blue Or Clear "LED" Light (Ea)</p> <p><b>SHOP NOTE:</b> Specify Color: (2) Whelen Part #M7C - White With Clear Lens.</p> <p>Installed On The Front Panel Of The External A/C Condenser On The Front Of The Module. Spaced Out As Far As Possible.</p> <p>Wired To Primary / Secondary Switch / Circuit. Cut-Out In Secondary Mode.</p>	1
60-10-0160	<p>Rear Window Level Whelen M9 Red Or Amber Or Blue Or Clear "LED" Lights (2)</p> <p><b>SHOP NOTE:</b> Specify Color:</p>	2

PART NO	DESCRIPTION	QTY
60-10-2100	<p>(2) Whelen Part #M9R - Red LED With Red Lens. Mounted To Show Thru The UPPER Portion Of The Rear Door Windows.</p> <p>(1) Whelen Part #M9A - Amber LED With Amber Lens. Mounted To Show Thru The LOWER Portion Of The Rear Door Windows. Mounted On Curbside Of Module.</p> <p>(1) Whelen Part #M9B - Blue LED With Blue Lens. Mounted To Show Thru The LOWER Portion Of The Rear Door Windows. Mounted On Streetside Of Module.</p> <p>The Four Lights At UPPER/LOWER Rear Window Level To Flash In "X" Pattern.</p> <p>Lights Wired To "Rear Flasher" Switch / Circuit.</p> <p>Whelen M9 Red Or Amber Or Blue Or Clear "LED" Light (Ea)</p> <p><b>SHOP NOTE:</b> Specify Color: (1) Whelen Part #M9R - Red LED With Red Lens. Mounted On The Rear of The Module Between The Left Rear Flood / Scene Light And The KKK Required Light.</p> <p>(1) Whelen Part #M9R - Red LED With Red Lens. Mounted On The Rear of The Module Between The Right Rear Flood / Scene Light And The KKK Required Light.</p> <p>Lights Wired To "Rear Flasher" Switch / Circuit.</p>	2
60-11-5000	<p>Whelen AFM560 LED/Halogen Flasher 5-Outlet 60 Watts (Ea)</p> <p><b>SHOP NOTE:</b> #1 Wired To PRI/SEC Switch In Front Console. (2) Front Wall M9 Series LED Lights. (2) Rear Wall Upper/Outboard M9 Series LED Lights. (2) Streetside Module M9 Series LED Lights. (2) Curbside Module M9 Series LED Lights. (2) Lower Forward Facing ION LED Grille Lights. (2) Front Intersection M7 Series LED Lights. (2) Front Center M7 Clear LED Light On Front Panel Of A/C Condenser. (1) Rear Wall Center M6 Series LED Light.</p> <p>#2 Wired To "Front Flasher" Switch In Front Console. (2) Front ION Series Grille Lights - Upper. (2) Grille ION Lights On The Sides Of The Grille Area.</p> <p>Include Scan Lock Button In Electrical Cabinet For Each Flasher And Front Lightbar. Allows The End User To Change Flash Patterns Remotely.</p> <p>Do Not Bury The Flashers Or Remote Switches To Change Flash Patterns.</p>	2
60-DL-0100	<p>Whelen 55" Freedom IV DYAD WC Cab Roof Mount Lightbar</p> <p><b>SHOP NOTE:</b> Specify Custom Option: Includes (14) Linear Super-LED Lighthead; (4) Corner, (6) Forward Facing Lights, (2) Short Super LED, And (2) Super-LED Alley Lights.</p> <p>Red LED Lights Heads Wired Thru The "FRONT LIGHT BAR" Switch.</p> <p>Clear LED Light Heads Wired Thru The "FORWARD CLEAR" Switch.</p> <p>Clear/Red/Red/Red/Duo (Red/Clear)/Duo (Red/Clear)/Red/Red/Red/Clear =Forward Facing. Red/Red/Red/Red=Corner Lights.</p>	1

PART NO	DESCRIPTION	QTY
60-DL-0200	<p>(2) Super-LED Alley Lights To Be Wired To Flash With Front Lightbar Circuit And Steady Burn With Respective Left / Right Flood Light Switching. Flood Light Switch Overrides The Flashing Capability.</p> <p>Includes PhotoCell Option.</p> <p>All Lens Colors To Be Clear.</p> <p>Includes MKAJ7 Mounting Brackets.</p> <p>Whelen Programmable Flasher, Part #01-0688156-02</p> <p><b>SHOP NOTE:</b> Specify Custom Option: Whelen Part #SLFLASH Lith LC PHOTO. Part # 01-0688156-02.</p> <p>Wired To "Rear Flasher" Switch / Circuit.</p> <p>(2) Rear Wheel Well M7 Series LED Light Heads. (4) Rear Window Level M9 Series LED Light Heads. Flash In "X" Pattern. (2) Upper Rear Inboard M9 Lights Above Rear Doors.</p> <p>Includes Whelen Photo Cell Mounted In Front Dash Thru Windshield. Part #LCPHOTO. Photo Cell To Pick Up Day / Night Lighting And Switch To Mode Per Sensitivity. USE WHELEN PHOTOCELL ONLY.</p> <p>Wire The "Rear Flasher" Lights To Steady Burn With Slight Burst / Pulse At Night Time.</p> <p>Resume Flashing When Vehicle Placed In Drive Mode(s).</p> <p>Includes Wire To Park Signal. When In Park The Lights Will Flash Steady With Slight Burst. When In Drive The Lights Will Flash To Set Mode Of Light Pattern.</p>	1
65-00-0100	<p align="center">***PATIENT COMPARTMENT***</p> <p>Standard Solid Surface Construction Interior Cabinets</p>	1
65-00-9900	<p>SPECIAL NOTE TO DEALER</p> <p><b>SHOP NOTE:</b> Custom Cabinet Options/Designs Not Listed In The Published Options List MAY Result In Additional Charges.</p>	1
65-01-2000	<p>Standard Smooth Headliner</p>	1
65-01-3000	<p>1/4" Clear Polycarbonate Sliding Doors On Cabinets</p> <p><b>SHOP NOTE:</b> Includes Brushed Finish Interior Trim.</p>	1
65-02-2230	<p>"Complete Package" Stryker Power Load System</p> <p><b>SHOP NOTE:</b> Includes: Complete Stryker #6390 Power-LOAD System Installed. Mounted In Center Position.</p> <p>Floor Structure - Tapping Blocks.</p> <p>Pre-Wire With 10 Gauge Power And Ground With A 15 Amp Circuit Breaker Powered By Shoreline Or Battery On Power.</p> <p>Be Sure To Leave Main Power Switch In The Off Position When Not In Use Or Vehicle Is Not Plugged Into Shorepower.</p> <p>Includes Standard Life Line Floor Mount For Push Rail, But Does NOT Include Push Rail.</p> <p>This Option Does NOT Include Cot.</p>	1

PART NO	DESCRIPTION	QTY
	<p>This Option Does NOT Include Mass Casualty Fastener, Stryker Part #6391-001-000.</p> <p>Includes Stryker Standard 1-Year Warranty On Power-LOAD. See Option #95-DC-LL04 For Extended Warranty On Power-LOAD System.</p>	
65-02-8000	<p>L.R.O. Cabinet With Speed Load Door</p> <p><b>SHOP NOTE:</b> With Positive Lock Feature.</p> <p>Width Adjusted Due To Location Of Side CPR Seat.</p> <p>16.75" Interior Height.</p> <p>Includes (1) Adjustable Shelf.</p>	1
65-03-3500	<p>Cabinet Above The Side Seat With Speed Load Door</p> <p><b>SHOP NOTE:</b> With Positive Lock Feature.</p> <p>Must Be 10" Deep.</p>	1
65-03-7500	<p>L.F.O. Cabinet With Speed Load Door</p> <p><b>SHOP NOTE:</b> With Positive Lock Feature.</p> <p>Increased Width Due To Location Of Side CPR Seat. Requires Dual Cabinets.</p> <p>16.75" Interior Height.</p> <p>Includes (1) Adjustable Shelf In Each Cabinet.</p>	2
65-04-2300	<p>Delete Standard Left Rear Base Cabinet (Factory Use)</p> <p><b>SHOP NOTE:</b> Deleted Due To D-3 Compartment.</p>	1
65-04-6600	<p>Delete Standard Telemetry Area Cabinet</p> <p><b>SHOP NOTE:</b> Due To Location Of Side CPR Seat.</p>	1
65-04-8100	<p>Delete Standard Lower Telemetry Area Cabinet (Factory Use)</p> <p><b>SHOP NOTE:</b> Due To Location Of Side CPR Seat.</p>	1
65-04-9000	<p>Action Area Cabinet With Speed Load Door</p> <p><b>SHOP NOTE:</b> With Positive Lock Feature.</p> <p>Requires Slanted Switch Panel. Includes (4) Shelves.</p> <p>(1) CMED Radio (Motorola XTL 2500) To Be Recessed And Installed With Dealer Supplied Havis Equipment Bracket C-EB25-XTL-1P Above The Cabinet. Mounted Close To Slanted Area. Bottom Of The Cabinet Will Leave Approximately 4-5" From Top Of Countertop. Forward Area Of The Cabinet Will Contain A 125V Outlet And Volume Control Knob For Speakers.</p>	1
65-05-0000	<p>Slanted Action Area Switch Panel</p> <p><b>SHOP NOTE:</b> Allow For Switch Panel And, Volume Control Knob, Suction Regulator And (2) Ohio Oxygen Outlets.</p>	1

PART NO	DESCRIPTION	QTY
	Sharp Angle Due To LP15 Brackets Between Slanted Panel And Side CPR Seat.	
65-05-2100	Delete Standard Lower Action Area Cabinet (Factory Use) <b>SHOP NOTE:</b> Deleted Due To Custom Compartment Or Cabinet Design ILOS.	1
65-05-3000	Action Area Tip-Out Trash Cabinet With Wide Ext Comp Option <b>SHOP NOTE:</b> Notch Exterior Compartment To Allow For Interior Cabinet.  See #65-12-9800 For Added Sharps Container.	1
65-05-4500	Side Facing CPR Seat w/Contoured Ergo Backrest & 4-Point Belt with Hinge Lid <b>SHOP NOTE:</b> Includes Black IMMI 4-Point Seat Belt.  Allow 22.25" Between Hip Pads For Seated Area.  Leave Hip Pad On Action Area .50" - .75" Down From Top Of Countertop To Prevent Excessive Wearing (Not Flush With Top Of Countertop).	1
65-05-8510	EVS 188050 Child Rear Facing Seat W/5-Point Harness On Pedestal/Swivel Base <b>SHOP NOTE:</b> See Option #65-DL-0100 For Upgraded Wise Seat.	1
65-06-2000	Rear Facing Electrical Cabinet And Door <b>SHOP NOTE:</b> Vent Accordingly.	1
35-07-0000	Right Front Upper ALS Cabinet With Solid/Polycarbonate Doors <b>SHOP NOTE:</b> Solid Surface Doors With Vented Polycarbonate Inserts. M1 Latch On Left Door.  Inside Access Only. Extend From Top Of Slide Out Drawer To Bottom Of Knox Med Vault Cabinet.  Customer Will Store Pedi Bag And Portable Suction In This Area.  Contain (2) Aluminum Shelves With 1" Lip. See Option #25-03-5000 For Shelf Requirements.	1
65-07-5000	Delete Right Front Lower ALS Cabinet Doors <b>SHOP NOTE:</b> Solid Wall. This Area Is Above The Floor Line And Below The Upper RFS Area. No IS/OS Access. Exterior Access Only.	1
65-07-5300	Top R.F.S. Cabinet For Knox Box ILOS Heat/AC <b>SHOP NOTE:</b> Solid Wall. This Area Is Above The Floor Line And Below The Upper RFS Area. No IS/OS Access. Exterior Access Only.	1
65-07-5410	Top R.F.S. Cabinet For Knox Box ILOS Heat/AC <b>SHOP NOTE:</b> Solid Wall. This Area Is Above The Floor Line And Below The Upper RFS Area. No IS/OS Access. Exterior Access Only.	1
65-07-9000	Add Cabinet In The Lower Walk-Thru Area <b>SHOP NOTE:</b> With Solid Surface Counter Top Area. Standard Lip. Solid Surface Doors With Poly Inserts. M1 Latch On Left Door. Includes (1) Adjustable Shelf.	1



PART NO	DESCRIPTION	QTY
	<p>Allow For HP Office Jet 100 Mobile Printer (14" W x 7" D x 4" H), And Stryker SMRT Charger And Other Equipment To Be Stored.</p> <p>Install Vents On Wall #1 Or Cab Side Small Vents For The Equipment Listed Above.</p> <p>Cabinet To Be As Deep As Possible.</p>	
65-08-0500	<p>CS Squad Bench w/Contoured Ergo Backrests w/1 Piece Lid &amp; No Divider</p> <p><b>SHOP NOTE:</b> Includes 2 Sets Of Black IMMI 4-Point Seat Belts.</p> <p>Drop Foot End Of Storage To Floor For Increased Storage.</p>	1
65-08-3600	<p>Superliner Head Of Squad Bench Work Cabinet</p> <p><b>SHOP NOTE:</b> Similar To #4084 And #3937. From The Side Door Stepwell The Cabinet Will Be Open With Simpson Net And Contain (1) Aluminum Adjustable Shelf With 1" Return Lip.</p> <p>Includes Corian Counter Top With Standard Lips. See Option #65-CS-0950 For Counter Top.</p> <p>Top Portion To Allow For (1) Slide-Out Drawer Directly Below Bottom Of Sharps Container. Drawer Is 4" High (ID).</p> <p>The Open Area In The Step Well Area Will Be Trimmed With Stainless Steel.</p>	1
65-08-8500	Squad Bench Headrest Cushion	1
65-09-2000	<p>Two Section Bandage Cabinet With Speed Load Doors</p> <p><b>SHOP NOTE:</b> With Positive Lock Feature. Specify Cabinet Depth: 10" Deep.</p>	1
65-09-6100	<p>Recessed Glove (Three) Box Storage In Side Door Cushion Area</p> <p><b>SHOP NOTE:</b> Recessed Storage Box With Top Hinged Polycarbonate Door.</p> <p><b>SPECIAL NOTE:</b> Unless Otherwise Specified, Cabinet Will Fit A 5" High x 10" Wide x 4" Deep Glove Box.</p>	1
65-09-8500	100" Long Formed Streetside Ceiling Grab Rail	1
65-10-0000	<p>Custom Length Formed Curbside Ceiling Grab Rail</p> <p><b>SHOP NOTE:</b> Specify Custom Length: 60".</p>	1
65-10-0500	Formed "L" Door Assist Rails Mounted On The Hinge Side	1
65-10-2000	Formed Assist Rail At The Head End Of The Squad Bench	1
65-10-3000	Delete Formed Assist Rail On The Left Rear Wall	1
65-10-5000	<p>Two C.P.I. #IV2008 Rubber Recessed IV Brackets</p> <p><b>SHOP NOTE:</b> (2) Mounted In The Mid/Rear Cot Position.</p>	1
65-10-6100	<p>Add C.P.I. #IV2008 Rubber Recessed IV Bracket (Ea)</p> <p><b>SHOP NOTE:</b> Specify Location: (2) Mounted In The Forward Cot Position.</p>	2
65-10-9000	Southco M1 Stainless Cabinet Latches	1
65-11-3500	<p>Locking Cabinet Drawer With Separate Key Lock (Ea)</p> <p><b>SHOP NOTE:</b> Specify Cabinet Location:</p>	2

PART NO	DESCRIPTION	QTY
	<p>(1) Head Of Squad Bench Work Cabinet. Approximately 4" Clear Opening Height.</p> <p>Separate Cylinder Locks, (Not M1 Locking Locks).</p> <p>Use Heavy Duty Mounting To Interior Of Cabinet To Prevent Screws From Backing Out Of Cabinet Walls.</p> <p>Drawer To Be At Bottom Of Sharps Container.</p> <p>(1) RFS Above P-1 Compartment And Below Inside Access Upper Area. 5" ID Drawer.</p>	
65-12-2810	<p>BRG LED Digital Clock Mounted In Rear Head Cushion</p> <p><b>SHOP NOTE:</b> Life Line Part #E26092.</p> <p>Set To EST. 12 Hour Display.</p> <p>Include Owner's And Instructional Manual In Life Line Manual At Time Of Delivery.</p> <p>Include The Serial Number Of The Clock Installed On The Inside Of The Electrical Closet Door Near Existing Labels.</p> <p>Use New Style (Slim) Box. Black Powder Coating.</p>	1
65-12-7500	<p>Drop In Sharps At The Head Of The Squad Bench</p> <p><b>SHOP NOTE:</b> Thru The Countertop At The Head End Squad Bench Cabinet. Sharps #85031.</p>	1
65-12-9800	<p>Tip Out Trash And Sharps Container</p> <p><b>SHOP NOTE:</b> Specify Location: Main Action Area Between Side CPR Seat And Recessed Suction.</p> <p>Use #8970 Sharps And Rubbermaid #2952 Waste Container.</p> <p>Door To Be Same Height As Containers (10" Or 11" High).</p>	1
65-13-4060	<p>TMS Technologies LP15 Universal Wall Mount Bracket Only</p> <p><b>SHOP NOTE:</b> Model #8230-0080. Specify Monitor Type: LP15.</p> <p>Specify Mounting Location And Include Overall Dimensions Of Heart Monitor With Bags: 24"-25".</p> <p>TMS Technologies Shelf/Wall Mount Bracket.</p> <p>Specify Mounting Location: Main Action Area Near Side CPR Seat.</p> <p>Location To Match Previous Unit #4084.</p>	1
65-13-5500	<p>Additional Interior Adjustable Shelf (Ea)</p> <p><b>SHOP NOTE:</b> Specify Cabinet Location: Action Area Cabinet. (Total Of (4) Shelves In Cabinet.)</p>	3
65-14-4500	<p>Adjustable Vertical Shelf Divider (Ea)</p> <p><b>SHOP NOTE:</b> Specify Cabinet Location: (6) Bandage Cabinet. Use Full Height Dividers (Cabinet Will NOT Contain Adjustable Shelf). 3-Front Section / 3-Rear Section.</p>	10

PART NO	DESCRIPTION	QTY
	(4) Slide Out Drawer In Head Of Squad Bench Work Cabinet. Adjustable From Left To Right.	
65-15-0019	Interior Laminate: Nevamar Beige S2019-G Glossie <b>SHOP NOTE:</b> Custom Color Laminate.	1
65-15-0502	6" Wide Laminate Accent Stripe <b>SHOP NOTE:</b> 6" Wide Nevamar Sangaree #S-1-25G Glossie. This Stripe To Start At the CPR Seat Height And Go Down 6".	1
65-17-0007	Seam Sealed Cushions Vinyl: Sierra Dark Red C703-F	1
65-17-0512	EVS Seamless/Medi-Vac Vinyl Color: Claret MV112 (Red Maroon) <b>SHOP NOTE:</b> Matches Oxford Maroon	1
65-18-0008	Welting Between Cabinets: Beige <b>SHOP NOTE:</b> LL Part #EW18016. Beige. Custom Color Welting To Match Previous Unit #4084.	1
65-19-0007	Counter Tops (Main): Savannah <b>SHOP NOTE:</b> Standard With 1" Lip.  Bottom And Middle Accent.	1
35-20-0017	Counter Tops (Accent Stripe): New Caldron <b>SHOP NOTE:</b> Top Lip Color.	1
65-21-0031	Lonseal Floor Selection: Lonplate II #419TX Brick <b>SHOP NOTE:</b> Rolled Up 6" On Both Sides.	1
65-CS-0950	Additional Counter Top <b>SHOP NOTE:</b> Colors To Match As Specified.  (1) For Head End Squad Bench Cabinet. Standard Lips.  (1) Flat Countertop Pieces For Under Life Pak Monitor Bracket In Main Action Area Sized For A TMS Technologies Shelf Mount LP15 Bracket.	1
65-CS-1000	Add Angled Cabinet For The 2nd Rear Switch Panel <b>SHOP NOTE:</b> Mounted At The Head End Of The Squad Bench Below The Bandage Cabinet. (Requires 8" Deep Bandage Cabinet) NOTE TO ENGINEERING;Make As Shallow As Possible.	1
65-CS-1200	Cargo Net Over The Head End Squad Bench Cabinet <b>SHOP NOTE:</b> Install On Open Area Of The Head End Squad Bench Cabinet.	1
35-DL-0100	Upgrade Attendant Seat To Wise Brand ILOS EVS (Must Choose EVS Seat ) <b>SHOP NOTE:</b> Specify Custom Option:  WISE Child Safety Seat W/4 Point Belt.	1

PART NO	DESCRIPTION	QTY
65-DL-0200	<p>Seamless Part #WM1657.</p> <p>Includes 2-Way Swivel Base #WM1935.</p> <p>Specify Color: Morbern New Dauphine Vacuum Form Desert Rose #DA314.</p> <p>Large Trash Container</p> <p><b>SHOP NOTE:</b> Specify Custom Option: Supply And Mount (1) Large Rubbermaid Trash Container To Lower Right Front Stack Wall. Rubbermaid #2956</p> <p>Trash Container Height To Be Top Of Accent Stripe.</p> <p>14" Long, 10" Wide, 15" High, 28 Quart.</p>	1
65-DL-0300	<p>Aisle Side Storage Cabinet With Solid Hinged Door</p> <p><b>SHOP NOTE:</b> Specify Custom Option: Add Aisle Side Cabinet With Right Hinged Solid Door.</p> <p>Above Lower Pass Thru Cabinet And Behind Electrical Closet.</p> <p>Cabinet Will Be For Storage Of A 5# Fire Extinguisher With Strike First Bracket On Wall #2 And Zico QR-D-2 Portable Oxygen Cylinder Bracket. .</p> <p>Match #4084 Measurements: Cabinet Has Dropped Floor And Raised Ceiling Inside.</p>	1
65-DL-0400	<p>Install Customer Supplied KNOX Medvault</p> <p><b>SHOP NOTE:</b> Specify Custom Option: Install Harwich Fire Department Knox Box MedVault In Top Right Front Stack. Includes Shipping, Installation And 12V Wiring.</p>	1
65-DL-0500	<p>Cup Holders On Pass-Thru Cabinet Countertop</p> <p><b>SHOP NOTE:</b> Specify Custom Option: (2) Cup Holders In Thru The Counter Top Of The Lower Pass Thru Cabinet On The Left Side - 1 In Front Of The Other. Life Line Supplied And Installed.</p> <p>Seal The 4 Bottom Holes Of The Cup Holder And Seal To Countertop. Use Silicone Sealant.</p>	2
70-01-0500	<p style="text-align: center;"><b>***PATIENT COMPARTMENT ENVIRONMENTAL SYSTEMS***</b></p> <p>12 Volt Powered Fresh Air Intake</p> <p><b>SHOP NOTE:</b> Circuit Wired Thru The Exhaust Vent Circuit And Switch.</p>	1
70-01-1000	12 Volt Powered Exhaust Fan	1
70-01-2301	<p>Ducted Hoseline Center Mounted Heat/AC Location ILOS</p> <p><b>SHOP NOTE:</b> Includes Center Evaporator/Heater Core Location.</p> <p>Includes #65-07-5300 Top Hinged Top R.F.S. Cabinet.</p> <p>Evaporator Model #ACHU1118.</p>	1
70-01-2400	<p>Inline Booster Coolant Pump</p> <p><b>SHOP NOTE:</b></p>	1

PART NO	DESCRIPTION	QTY
	12 Volt Centrifugal Pump To Boost The Flow Capacity Of The Coolant System. Mounted In "Dead Space" Of D-1 Compartment Behind Removable Access Plate.	
70-01-3500	Move Heat/AC Unit To Over Walk-Thru Area	1
70-01-4510	Hoseline Front Wall Mounted Aux 12 Volt A/C Condenser (Type I Modular Body) <b>SHOP NOTE:</b> Hoseline Dual Inner Liner Condenser Model #TMC2007 With Wedges On The Front Wall ILOS. (Dual Inner Liner Will Help Cool The Patient Compartment Faster). Low Profile Condenser.  See Paint. The A/C Condenser To Be Painted Red To Match The Vehicle.  Must Not Be Higher Than Module Roof When Installed. Top Of Condenser Shall Be Top Of Roof Drip Rail Extrusion.  Use LL Manufactured Aluminum Wedges ILO Hoseline.	1
70-01-6520	Ultimate Additional Insulation Pkg with Yellow Certifoam Body/Floor/Doors (R-6) <b>SHOP NOTE:</b> Includes Yellow Certifoam R-6, Lava Twist Acoustic Material To All 4 Sides Of Side Entry Stepwell, Thermal Heat/Sound Insulation Blanket To The Underside Of Aluminum Floor, Non-Permeable Sound Dampening Blanket IATS Vapor Barrier. Includes Yellow Certifoam R-6 In The Floor Structure Tubes And Any Other Tubes That Could Possibly Be Filled With Foam.	1
70-01-6600	Automotive Grade Undercoating Under Module Body <b>***OXYGEN SYSTEM***</b>	1
75-01-0000	Ohio Style Action Area Oxygen Outlet <b>SHOP NOTE:</b> Located On The Slanted Switch Panel.	1
75-01-2000	Ohio Style Ceiling Mounted Oxygen Outlet	1
75-01-4000	Ohio Style Right Wall Mounted Oxygen Outlet	1
75-01-6500	Add Ohio Style Oxygen Outlet(s) (Ea) <b>SHOP NOTE:</b> Specify Location: (1) Slanted Switch Panel In The Main Action Area Next To Standard.	1
75-01-8000	Interior Oxygen Access/Viewing Door <b>SHOP NOTE:</b> Access Door Will Be Polycarbonate Framed With M1 Latch.	1
75-02-2500	"H" Oxygen Tank Bracket In Non-Standard Location <b>SHOP NOTE:</b> Specify Location: D-1 Compartment. On Wall #2 Near Wall #3.	1
75-02-3710	Drill Mounting Plate For Both "H" or "M" Tank For O2 Bracket	1
75-03-3010	ZICO Model QR-D-2 Quick Release Strapless Portable Oxygen Tank Bracket <b>SHOP NOTE:</b> Specify Location: Streetside Aisle Cabinet Above Lower Pass Thru Cabinet / Countertop - Behind Electrical Overflow Cabinet.  Mount At Front Edge Of Cabinet On Wall #3.  Life Line Installed Strike First Fire Extinguisher Bracket W/ 5# ABC Fire Extinguisher To Be Secured To Wall #2 Of Cabinet.	2
75-DL-0100	Zico Ratchet Style Straps #3030-135-138 For Oxygen Bottle. <b>SHOP NOTE:</b> Specify Custom Option:	1

PART NO	DESCRIPTION	QTY
	<b>***SUCTION SYSTEM***</b>	
80-01-0000	12 Volt Gast Suction Pump Controlled By Switch on Switch Panel	1
90-01-1500	1 Ohio Style Action Area Suction Outlet <b>SHOP NOTE:</b> Includes Quick Disconnect For Outlet.  Includes Vacuum Connector (Male) With Proper Sized Metal Barb Fitting To Adapt To Suction Hose From Connector To Canister.	1
80-01-7500	SSCOR 22000 Suction Unit W/23002 Disposable Trap Set <b>SHOP NOTE:</b> Includes Flush Mounted Action Area Panel And Disposable Trap Set.	1
80-01-8500	Recessed Suction Unit Below Action Area <b>SHOP NOTE:</b> Includes A 3/4 Height Bottom Hinged Framed Polycarbonate Door With Space At The Top To Allow For Tubing To Come Thru. Mount Quick Disconnect Near The Canister On The Back Wall. Canister Is NOT Mounted On The Door.  Regulator To Be On Slanted Area Of Action Area Cabinet.  Quick Disconnect To Be Mounted Near Canister In Recess Area.	1
	<b>***PAINT***</b>	
85-00-0100	Standard Axalta Paint Process And Warranty <b>SHOP NOTE:</b> Includes 6-Year Pro-Rated Axalta (DuPont) Paint Warranty.  As Follows: For 3 Years 100%. 4th Year 50%. 5th Year 25%. 6th Year 10%.	1
85-01-0000	Repaint Chassis ILOS O.E.M. White <b>SHOP NOTE:</b> Specify Color: Red. LL #L0931EW. Touch-Up Paint Is Included For Colored Chassis.  Reference #4084.  Send Paint Sample For Approval.  At Time Of Painting Vehicle, Include (2) Additional Spray Out Cards For File. Install In Plastic Sleeve Secured To The Bottom Of The Interior Electrical Closet Door. Make Certain They Are Completely Dry Before Inserting In Sleeve.	1
85-01-1500	Paint Module Body Other Color ILOS O.E.M. White <b>SHOP NOTE:</b> Specify Color: Red. LL #L0931EW. Touch-Up Paint Is Included For Colored Module Body.  Reference #4084.  Send Paint Sample For Approval.  At Time Of Painting Vehicle, Include (2) Additional Spray Out Cards For File. Install In Plastic Sleeve Secured To The Bottom Of The Interior Electrical Closet Door. Make Certain They Are Completely Dry Before Inserting In Sleeve.	1

PART NO	DESCRIPTION	QTY
85-02-9000	<p>Custom Three-Tone Paint</p> <p><b>SHOP NOTE:</b>            Similar To #4084.            Specify Location And Color:            The Paint Codes Will Be As Follows:            Axalta Red. LL #L0931EW.            Axalta Black. LL #L0001EW.            Axalta White To Match OEM. LL #N6431EX</p> <p>The Cab Roof And A/B Posts Are To Be Painted Black. The Remainder Of The Cab Will Be Red.</p> <p>The Module Drip Rail And Roof Radius Is To Be Painted Black. Extend The Black Area Onto The Flat Part Of The Module Roof By 6".</p> <p>The Main Part Of The Module Body Roof To Be White For Heat Dissipation. The White Is Not Visible From The Ground.</p> <p>The Rest Of The Module Will Be Red.</p> <p>Send Graphic Drawings For Approval.</p>	1
85-02-9500	Do Not Paint The Nader Pins/Install After Paint Process	1
85-02-9585	<p>Paint AC Condenser Cover</p> <p><b>SHOP NOTE:</b>            Red To Match The MModule Body Color.</p>	1
85-03-2500	Delete Standard Edge Pinstripe	1
85-03-5500	<p>8" Scotchlite Striping (Per Foot)</p> <p><b>SHOP NOTE:</b>            Specify Color And Location:            Black Reflective.</p> <p>3M Series #680.</p> <p>Includes "Z" Pattern.</p>	100
85-04-0100	<p>6" Wide Rear Wall Chevron (Two Color-Full Wall &amp; Doors)</p> <p><b>SHOP NOTE:</b>            Specify Tape Color #1: Ruby Red. #680-82.            Specify Tape Color #2: Lemon Yellow. #680-81.</p> <p>Match Previous Unit #4084.</p>	1
85-04-1000	<p>Lower Door Panel Chevron (Inner Door Panel) (Ea)</p> <p><b>SHOP NOTE:</b></p> <p>All Module Entry Door Lower Door Panels. (3) Total.</p> <p>Requires Smooth Aluminum Door Panels ILOS.</p> <p>4" Wide Stripes.            Ruby Red / Lemon-Yellow.</p> <p>3M Series #680.</p>	3
85-DL-0200	<p>Real Gold, Inc. Vinyl Gold Leaf Pinstripe With Black Border, 1/2" (Letter Graphi</p> <p><b>SHOP NOTE:</b>            Specify Custom Option:            Install On Top And Bottom Of Black Reflective Stripe.</p>	2

PART NO	DESCRIPTION	QTY
	<b>***EMBLEMS AND DECALS***</b>	
90-01-0000	Federal Star Of Life/Ambulance Decal Package <b>SHOP NOTE:</b> Install Roof Star Of Life Decal. Ship Remainder Of Decals Loose. (2) 4" Star Of Life Decals. (2) 12" Star Of Life Decals. (2) 18" Star Of Life Decals. (3) 6" AMBULANCE Decals. (1) 4" Reverse AMBULANCE Decal.	1
90-01-0400	Ship Exterior Labels Loose For Dealer to Install <b>SHOP NOTE:</b> (1) Rear Life Line Logo Only.  All Others To Be Installed.	1
90-01-1100	"NO SMOKING" - "FASTEN SEAT BELT" Decals <b>SHOP NOTE:</b> 1-Installed In The Cab. 1-Installed In The Module.	1
90-01-5100	Delete 3/4" White Reflective Tape Around Side And Rear Entry Doors <b>SHOP NOTE:</b> Not Needed Due To Lower Entry Door Chevron Panels.	1
90-DL-0100	Real Gold, Inc. Vinyl Gold Leaf With Outline Shadow (Letter Graphics) <b>SHOP NOTE:</b> Specify Custom Option: All Lettering To Match Current Fleet.	1
90-DL-0200	3M Reflective Printed Door Seals (Letter Graphics) (Ea) <b>SHOP NOTE:</b> Specify Custom Option: Installed On Module To Match Present Vehicle.	2
95-DC-LL02	Protect Power-LOAD - 7 Year <b>SHOP NOTE:</b> Specify Custom Option: Stryker Extended Warranty For Power-LOAD System.  7 Year (Total) Protect - Parts, Labor, Travel And Annual PM.	1
95-DC-LL03	Stryker Short Push Rail And Stand Up Mount <b>SHOP NOTE:</b> Specify Custom Option: Mass Casualty Fastener. Stryker Part #6391-001-000.  Includes Power Load Mass Casualty Floor Mount Assembly. Part #6391-001-001.	1
95-DC-LL04	Stryker Power-PRO XT 6506 Ambulance Cot <b>SHOP NOTE:</b> Specify Custom Option: (1) New Stryker Power-PRO XT Ambulance Cot.  Base Cot: \$16,951.00  Includes The Following Options: Standard Components. Patient Right Cot Retaining Posts. 3-Year X Frame Powertrain Warranty.	1



PART NO	DESCRIPTION	QTY
	2-Year Bumper To Bumper Warranty. Dual Wheel Lock. Standard Fowler.  Domestic English Manual. Domestic Shipping. X-Restraint Package. Knee-Gatch / Trendelenburg. \$851.00 J-Hook. Power-LOAD Cot Compatibility. SMRT Charger Complete. Standard Side Rail. G Rated Bolster Mattress. 3 Stage IV Pole (Patient Right). \$367.00 Head End Oxygen Bottle Holder. \$196.00 No Runner / HE O2. Head End Flat Storage. \$148.00. Pocketed Back Rest Pouch. \$276.00. Equipment Hook. \$56.00. SMRT Pak 1. \$433.00.	
95-DC-LL05	Protect Power Cot Warranty - 7 Year <b>SHOP NOTE:</b> Specify Custom Option: Stryker Extended Warranty For Power-Pro Ambulance Cot .  7 Year (Total) Protect - Parts, Labor, Travel And Annual PM Does Not Include Battery Service / Parts.	1
95-DC-LL06	Stryker Stair Pro #6252 Stair Chair <b>SHOP NOTE:</b> Specify Custom Option: (1) New Stryker Stair-PRO 6252 Stair Chair.  Base Price: \$3,663.00  Includes The Following Options:\par Common Components. Domestic Manual. 2 Piece ABS Panel Seat. 1 Year Parts, Labor And Travel. IV Bag Clip Option. \$48.00 Extended Main Frame Assembly. Extended Lower Lift Handle. \$302.00 Extended Handle Foot Rest Option. \$296.00	1
95-DC-LL07	Trade-In Allowance <b>SHOP NOTE:</b> Specify Custom Option: 2010 Ford E450 / Life Line "Superliner": Type III-AD.  LL #3122.  Vehicle Has 850 Electrical System.	1
	<b>***END OF PROPOSAL***</b>	1
	<b>SHOP NOTE:</b> ON BEHALF OF LIFE LINE EMERGENCY VEHICLES AND SPECIALTY VEHICLES, INC. WE APPRECIATE THIS OPPORTUNITY TO SUBMIT THIS PROPOSAL.  I LOOK FORWARD TO WORKING WITH THE HARWICH FIRE DEPARTMENT ON THIS PROJECT.	

PART NO	DESCRIPTION	QTY
	WE FEEL CONFIDENT THAT WE CAN PROVIDE AN EMERGENCY MEDICAL VEHICLE THAT MEETS OR EXCEEDS YOUR EXPECTATIONS AND REQUIREMENTS.	
	IF YOU HAVE ANY FURTHER QUESTIONS PLEASE FEEL FREE TO CONTACT ME.	



18 Commerce Blvd.  
Plainville, MA 02762  
Tel: 508-699-0616  
Fax: 508-699-0977  
Toll Free: 888-699-0616  
[www.svine.com](http://www.svine.com)

*Distributor of Emergency Vehicles*

June 8, 2018

Chief Norman Clarke  
Harwich Fire Department  
175 Sisson Road  
Harwich, MA 02645

Dear Chief Clarke:

Enclosed are two (2) *revised* sales contracts between Specialty Vehicles, Inc. and the Town of Harwich Fire Department for the new emergency medical vehicle.

Please read the contract, carefully. Sign, date and complete **both** copies in the appropriate place, on the last page. Send **both** copies back to Specialty Vehicles, Inc. Upon receipt, we will return one (1) completed copy to the Harwich Fire Department for your records.

If you should have any questions pertaining to this matter, please contact our office at (888) 699-0616.

Sincerely,

*Mark C. Hooper*

Mark C. Hooper  
President

Enclosures



18 Commerce Blvd.  
Plainville, MA 02762  
Tel: 508-699-0616  
Fax: 508-699-0977  
Toll Free: 888-699-0616  
www.svine.com

Distributor of Emergency Vehicles

## SALES CONTRACT

### AGREEMENT

This agreement is between Specialty Vehicles, Inc. ("Specialty"), 58 George Leven Drive, North Attleboro, MA 02760, a Massachusetts Corporation and

Department: **HARWICH FIRE DEPARTMENT**

Street Address: **175 Sisson Road**

City, State ZIP: **Harwich, MA 02645**

Hereafter known as "Buyer," in accordance with the conditions contained below and the attached specifications, including any addenda, all of which are made part of this agreement. This agreement will not be effective until and unless it is accepted in writing by Specialty, as evidenced by an authorized signature below. This agreement is made pursuant to Specialty's Contract for Goods and Services with the Metropolitan Area Planning Council ("MAPC") thru December 31, 2018 (hereinafter the "MAPC Contract"). Any terms or conditions contained in this agreement which are inconsistent with the terms of the MAPC Contract are superseded by the MAPC Contract's terms and conditions.

Specialty agrees to sell and Buyer agrees to purchase the goods described in the attached specifications dated *June 8, 2018* and any attached addenda to those specifications. In any instance where Specialty's specifications and Buyer's specifications are in conflict, Specialty's specifications shall apply.

### SALES PRICE

MODEL	PRICE
2018 Ford F550 4x4 Superduty custom built Life Line Superliner Type I- AD, Class I Emergency Medical Vehicle	\$185,930.00
Published Options	\$145,715.00
UnPublished Option	\$ 2,467.00
<b>Subtotal:</b>	<b>\$334,112.00</b>
<b>LESS Ford FIN Concession</b>	<b>(\$ 0.00)*</b>
<b>LESS Trade-In Allowance 2010 Ford E450 Life Line Type 3 Ambulance</b>	<b>(\$ 4,000.00)</b>
<b>FINAL PRICE</b>	<b>\$ 330,112.00</b>

**\*NOTE: Ford FIN Concession of (\$4,000.00) is included and listed in Published Option #00-00-FN00.**

This final price may be increased or decreased by written change orders signed by authorized representatives of Specialty and Buyer ("duly authorized change orders"). The final price set forth above is exclusive of any required taxes or fees. Any certificates regarding Buyer's tax status or liability must be duly signed by the proper authority and must be in a form acceptable to Specialty.

### PAYMENT

"Payment in full" means receipt by Specialty of funds (in United States currency) in the amount of the final price, as adjusted by any duly authorized change orders and any agreed upon holdbacks, plus all required taxes or fees. Payments made to Specialty must be in the form of a money order, certified check, bank check, town check, or company check. Specialty will not accept personal checks. In the event of payment by check (other than a certified or bank check), payment in full is not complete until all funds have been deposited in and credited to Specialty's bank account(s).

No payments shall be made to any Specialty sales representative except on presentation, in writing, of an express power of attorney, executed by an officer of Specialty, authorizing payment to the sales representative on behalf of Specialty.

**DELIVERY**

The place of delivery shall be as follows (select one):

Buyer's address at: 175 Sisson Road, Harwich, MA

Specialty's address at: \_\_\_\_\_

Delivery lead-time is 120-150 calendar days after receipt of chassis, final approved work order / drawings and signed sales contract; whichever occurs later. In no event shall Specialty be liable for damages arising from its failure to make delivery by the final delivery date because of fire, flood, strikes, riot, accidents, Acts of God, supplier delays, or any circumstances or other causes beyond Specialty's control. Specialty will not be required to make delivery to Buyer unless and until it has received payment in full from Buyer. Specialty will deliver ownership documents within three business days when full payment is received.

**LATE PAYMENT**

If Buyer has not made payment in full to Specialty on / by the final delivery date, the final price shall be subject to daily interest at a rate of 12 percent per year. The adjusted final price will equal the final price set forth above multiplied by: one, plus the product of (a) the number of calendar days after the final delivery date that payment in full is made to Specialty and (b) 0.0003287 (reflecting daily interest at a rate of 12 percent per year). Further, if Buyer has not made payment in full to Specialty by the final delivery date, Specialty shall have the option, in its sole discretion, of selling the vehicle(s) to another buyer and seeking from Buyer any and all damages, including without limitation lost profits and consequential damages.

**DELIVERY BEFORE PAYMENT IN FULL**

At its sole option and in its sole discretion, Specialty may deliver the vehicles to Buyer before Specialty receives payment in full. In that event, all of the foregoing provisions with respect to late payment shall apply. Under no circumstances will the vehicle(s) be placed into service until payment in full has been received by Specialty. Specialty is hereby granted a purchase money security interest in the vehicle and shall retain all rights of an unpaid seller and a secured party under the Uniform Commercial Code until Specialty has received payment in full.

**MULTIPLE VEHICLES**

If this agreement is for the sale of more than one vehicle, all of which are identical, the final price for each vehicle shall equal the final price set forth above divided by the number of vehicles to be sold. It is the intent of the parties that the sale of each such vehicle shall be treated as a separate transaction under this agreement, with all of the terms of this agreement applying to each separate transaction.

**WARRANTIES**

Specialty will assign and pass through to Buyer the standard Warranties from Life Line Emergency Vehicles as previously submitted in our bid proposal package and Ford (chassis), respectively, applicable to the vehicle. All claims for Life Line warranty work shall be submitted and authorized through Specialty. All warranties regarding the Ford (chassis) shall be covered through an authorized Ford dealer through Ford Motor Company.

**INSPECTION**

Buyer agrees to inspect the completed vehicle(s) at a location determined by Specialty and Buyer within three business days after notice from Specialty that the vehicle(s) is/are ready for delivery. Within three business days of inspection, Buyer must give written notice to Specialty of any defects or nonconforming goods. The vehicle shall be deemed accepted if Buyer fails to give such notice. Buyer expressly waives any other rights it may have to revoke acceptance.

**GOVERNING LAW**

This agreement shall be construed, interpreted, and enforced under the laws of the State of Massachusetts, regardless of any rules regarding choice of law. Buyer agrees that any legal action under this agreement shall be brought in Massachusetts.

**AMENDMENT**

No modification, alteration, addition, or change in the terms of this agreement shall be binding on either party unless reduced to writing and executed by duly authorized representatives of Specialty and Buyer.

**CONSEQUENTIAL DAMAGES**

Specialty expressly disclaims any liability for consequential or incidental damages which may be sustained by Buyer, including without limitation those arising from the use, inability to use, maintenance, or repair of the vehicle(s).

**CANCELLATION**

This agreement is subject to cancellation by Buyer only upon payment to Specialty of a reasonable cancellation charge, which Specialty shall calculate based on expenses and obligations it already incurred and its anticipated profit. The cancellation charge shall be determined in Specialty's discretion, but shall not exceed its out of pocket losses or its anticipated profit, whichever is greater.

**SEVERABILITY**

To the extent any provision of this agreement is found unenforceable for any reason all other terms shall remain enforceable to the greatest possible extent.

**ENTIRE AGREEMENT**

This agreement shall cancel and supersede any and all prior agreements, understandings, arrangements, promises, representations, warranties, and/or contracts of any form or nature whatsoever, whether oral or in writing and whether express or implied, as to the subject matter hereof. Neither of the parties hereto has relied upon any oral representations given to it by any representative of the other party. This agreement represents a complete and exclusive statement of terms of the transaction between Buyer and Specialty.

**AUTHORIZATION**

IN WITNESS WHEREOF, the Company and the Buyer have caused this agreement to be executed by their duly authorized representatives as of the date set forth below.

BUYER

SELLER

\_\_\_\_\_  
Name

**SPECIALTY VEHICLES, INC.**

\_\_\_\_\_  
By

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





OFFICE OF THE SELECTMEN  
732 MAIN STREET  
HARWICH, MA 02645  
508-430-7513

**APPLICATION FOR ENTERTAINMENT LICENSE**

- Weekday Entertainment (\$75) \_\_\_\_\_ 1 day (\$25)
- Batters Box (\$50)
- Go Carts (\$50)
- Miniature Golf (\$50)
- Trampolines (\$25)
- Theater (\$150 per cinema)
- Automatic Amusement:
- Juke Box (\$100 each)
- Video Games (\$100 each)                      Other \_\_\_\_\_

- New application \_\_\_\_\_
- Renewal
- Annual \_\_\_\_\_
- Seasonal
- Opening Date \_\_\_\_\_

Business Name Sea Street Productions LLC Phone 774-209-1007

d/b/a Salt Block Food Truck

Business Address 31 Sea St., Harwich Port, MA 02646

Mailing Address P.O. Box 414, Harwich Port, MA 02646

Email Address saltblockfoodtruck@gmail.com

Managers Name & Address Douglas Ramler, 7 Weston Woods Rd., Harwich, MA 02645

**TIMES AND DAYS OF WEEK FOR ENTERTAINMENT** *(This application does not cover Sundays).*

10:30 A.M. – 10:00 P.M.

**ENTERTAINMENT TYPE: (Check all appropriate boxes)**

- Dancing by Patrons
- Dancing by Entertainers or Performers
- Recorded or Live Music
- Use of Amplification System
- Concert
- Other (guitar player)

Pursuant to MGL, Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all State tax returns, and have paid all State taxes under the law.

*[Signature]* Member  
Signature of applicant & title

47-2770526  
Federal I.D. #

**REGULATORY COMPLIANCE FORM**

The premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes & regulations, including zoning ordinances, health regulations & building & fire codes.

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Board of Health

*[Signature]*  
Fire Department

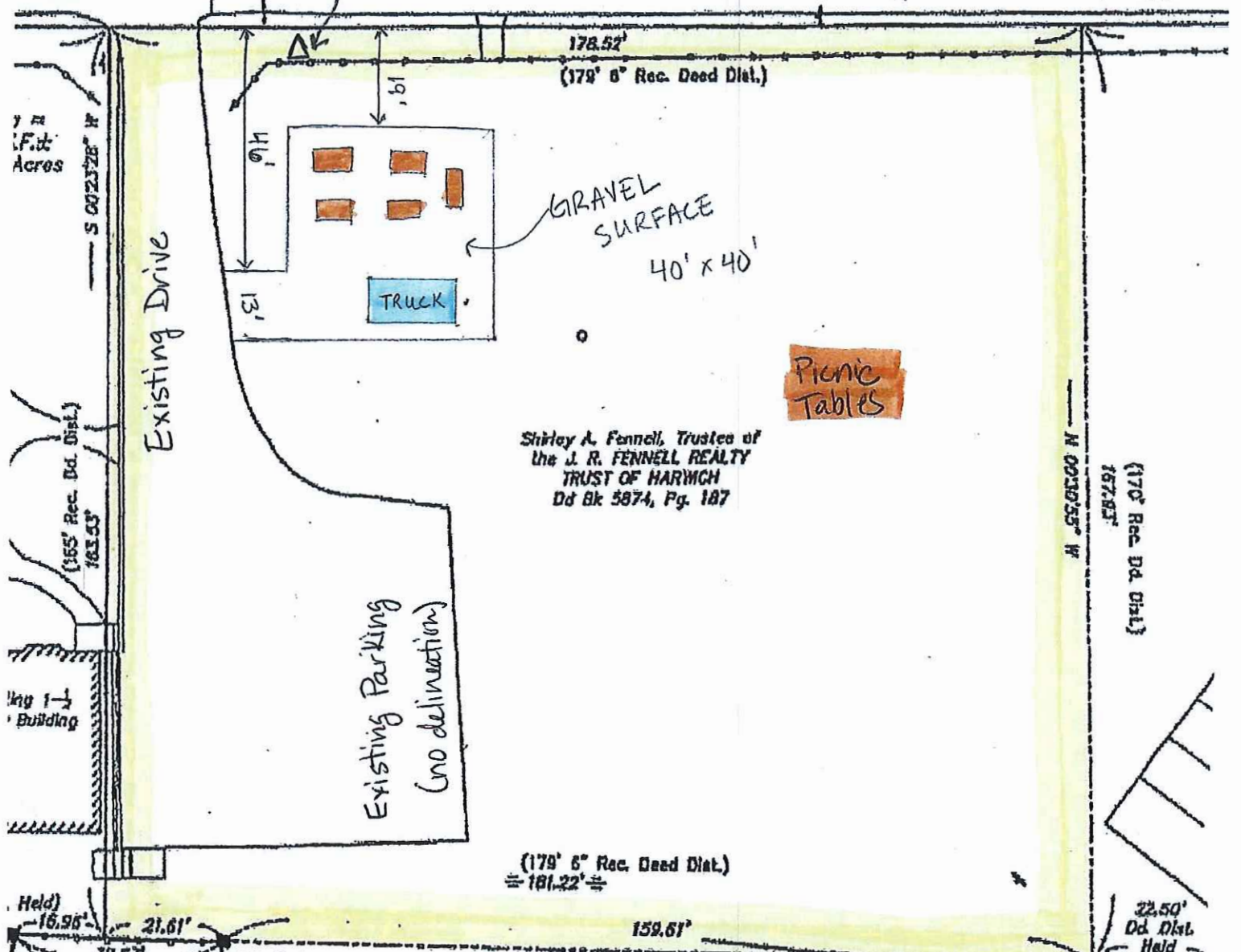
*Required signatures to be obtained by the applicant prior to submission of new applications.*



# Route 28

S 89

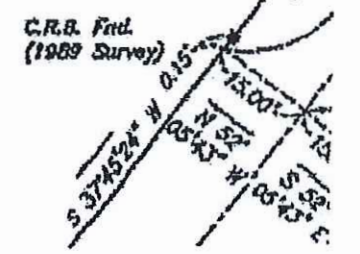
43+18 143+41  
 143+30 Proposed A-Frame Sign Placement 144+00  
 691.93' (June 5, 1902 State Highway) (Layout No. 691, Sheets 1 & 2) 145+00  
 (40' Wide) S 89°42'00" E



Held) 15.95' 21.61' 38.57'

James B. Fitzgerald and Linda Shannon Dd. Bk. 15234, Pg. 109

S.B. Fnd. (Held) N 88°18'34" W





The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 600 Washington Street  
 Boston, MA 02111  
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

**Applicant Information**

Please Print Legibly

Business/Organization Name: Sea Street Productions LLC

Address: 31 Sea Street

City/State/Zip: Hamwich Port, MA 02666 Phone #: 774-209-9198

<p><b>Are you an employer? Check the appropriate box:</b></p> <p>1. <input checked="" type="checkbox"/> I am an employer with <u>10</u> employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p><b>Business Type (required):</b></p> <p>5. <input type="checkbox"/> Retail</p> <p>6. <input checked="" type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other _____</p>
--	---

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.  
 \*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

*I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.*

Insurance Company Name: MA Retail Merchants WC Group Inc

Insurer's Address: PO Box 859222-9222

City/State/Zip: Braintree, MA 02185

Policy # or Self-ins. Lic. # 014065031419118 Expiration Date: 01/01/2014

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

*I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.*

Signature: [Signature] Date: 3/1/18

Phone #: 508-432-4745

*Official use only. Do not write in this area, to be completed by city or town official.*

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):  
 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office  
 6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Insurer:  
 MA Retail Merchants WC Group Inc.  
 PO Box 859222-9222  
 Braintree, MA 02185  
 (Carrier Code: 34355)

PRODUCER: Agent# 1108  
 Snow & Thomson Insurance Agency In  
 514 Main Street  
 Harwich Port, MA 02646  
 Carrier Policy #: 014005031419118  
 Carrier Prior Policy #: 014005031419117

1. The Insured: Blue Stripe, LLC  
 Cape Sea Grille  
 Mailing Address: Box 414  
 Harwich Port, MA 02646

Fein: 710868444

Other workplaces not shown above:  
 SEE SCHEDULE OF OPERATIONS

Type of Business: Limited Liability Co  
 Risk ID:

2. The policy period is from 12:01 a.m. on 1/01/2018 to 12:01 a.m. on 1/01/2019  
 at the insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers  
 Compensation Law of the states listed here:  
 MA

B. Employers Liability Insurance: Part Two of the policy applies to work in each  
 state listed in Item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$ <u>500,000</u>	each accident
Bodily Injury by Disease	\$ <u>500,000</u>	policy limit
Bodily Injury by Disease	\$ <u>500,000</u>	each employee

C. Other States Insurance:

D. This policy includes these endorsements and schedules:

WC000000C(01/15) WC000308(04/84) WC000414(07/90) WC000422B(01/15) WC200102(01/14)  
 WC200301(04/84) WC200302A(09/08) WC200303D(08/10) WC200306B(06/13) WC200405(06/01)  
 WC200601A(07/08)

4. The premium for this policy will be determined by our Manuals of Rules,  
 Classifications, Rates and Rating Plans. All information required below is subject  
 to verification and change by audit.

Classifications	Code No.	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
-----------------	-------------	---	--------------------------------------	--------------------------------

SEE SCHEDULE OF OPERATIONS

Total Estimated Annual Premium \$	2,490.00			
Minimum Premium \$	267.00	Expense Constant \$	.00	Deposit Premium \$ .00

SCHEDULE OF OPERATIONS FOR:

PAGE: 1

Cape Sea Grille  
Blue Stripe, LLC  
Box 414

Carrier Policy #: 014005031419118  
Fein: 710868444

Harwich Port, MA 02646

DIV #: 00000 E/L Number: 0000000001

OTHER WORKPLACES:

Blue Stripe, LLC  
Cape Sea Grille  
31 Sea Street  
Harwich Port, MA 02646

State UE#: FEIN263871809  
State Risk ID#: 000001467  
Eff date: 01/01/18  
NAICS: 722511  
DIV #: 00000  
E/L Number: 0000000001

Sea Street Productions. LLC  
31 Sea Street  
Harwich Port, MA 02646

Fein: 472770526  
State UE#: FEIN263871809  
State Risk ID#: 000001467  
Eff date: 01/01/18  
NAICS: 722513  
DIV #: 00001  
E/L Number: 0000000001

Mailing:  
Box 414  
Harwich Port, MA 02646

\*\*\*\*\* PREMIUM INFORMATION FOR MA \*\*\*\*\*

Cape Sea Grille  
 Blue Stripe, LLC  
 Box 414

Carrier Policy #: 014005031419118  
 Fein: 710868444

Harwich Port, MA 02646

DIV #: 00000 E/L Number: 0000000001

Code	Classification	Payroll	Rate	Premium
9079	Restaurant Noc	226,160.00	1.09	2,465.00
9079	Restaurant Noc	42,216.00	1.09	460.00

Manual Premium				2,925.00
Rate Deviation		15.00%		439.00
Increased Employers Liability Limits		1.000%		50.00
Merit Rating				2,409.00
Standard Premium				2,409.00
Normal Premium				2,409.00
Expense Constant				
Domestic Terrorism C .031				81.00
Annual Premium				2,490.00
DIA Assessment (00930)	1.6100%	/	1.6100%	45.00
Total				2,535.00

Merit Rating  
 .9500 1/01/2018

Permission for Site Usage

I, DENNIS MILLER, give permission to Salt Block Food Truck

Business Owner or Responsible Party

Mobile Food Vendor

to operate stationary in the parking lot of my establishment

Main Street HP LLC, located at

Business Name

575 Route 28, Harwich Port, MA 02646 for up to 7 days a week

Business Address

DENNY DURING THE SUMMER + FALL OF 2018  
~~until the start of construction~~ and allow tenant to obtain all necessary permits from the town of Harwich.

Signature of Business Owner/Responsible Party: D. E. Miller

Title (owner/manager): OWNER

Phone number: 978-423-4619 email: DENNISMILLER@PRODIGY.NET

Signature of Mobile Food Vending Unit: [Signature]

Date: 5/15/18 Phone Number: 774-209-9198





## Harwich Cranberry Festival Inc.

508-527-7620 P.O. Box 555 Harwich Port, Massachusetts 02646

June 20, 2018

Julie Kavanagh  
Board of Selectmen  
Town of Harwich  
732 Main Street  
Harwich, MA 02645



Dear Chairman Kavanagh and Selectmen,

The Harwich Cranberry Festival, Inc. would like to request a charity one day special liquor license for serving wine and beer at musical performances the committee is sponsoring this summer at the Harwich Cultural Center. The dates of the Cranfest in the Courtyard series are July 12, 19, 26, August 2, 9, 16, 23. The performance will feature a variety of traditional, folk and roots performers who are listed on the following sheet.

The beverage service will be done before and during the intermission of the performance in the cafeteria adjacent to the auditorium of the Harwich Cultural Center located at 204 Sisson Rd. An appropriate wrist band identifying those of age will be required for the purchase of wine or beer and the servers are certified professional bartenders.

We have met with both Police and Fire Officials and will be providing for both a police and fire detail to be present to ensure safety and security.

Thank you for your consideration of this request.

Sincerely,

Edward McManus, President

Harwich Cranberry Festival, Inc.

## Summer Performer Line-up

- July 12 David Mallett
- July 19 Heather Maloney
- July 26 Rani Arbo and daisy mayhem
- August 2 Greg Greenway
- August 9 Zoe Mulford
- August 16 Harvey Reid and Joyce Andersen
- August 23 RUNA Celtic Roots Band





THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL  
ONE ASHBURTON PLACE  
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY  
ATTORNEY GENERAL

(617) 727-2200  
(617) 727-4765 TTY  
[www.mass.gov/ago](http://www.mass.gov/ago)

HARWICH CRANBERRY FESTIVAL, INC.  
P.O. Box 555  
Harwichport, MA 02646

**Certificate for Solicitation**

This certificate has been issued to the organization listed below because it is current in its filings with the Attorney General's Division of Non-Profit Organizations/Public Charities. This registration in no manner constitutes endorsement or approval by the Commonwealth of Massachusetts of the named organization.

Name of organization: HARWICH CRANBERRY FESTIVAL, INC.  
Certificate End Date: 05/15/2018  
Attorney General's Account Number: 022605

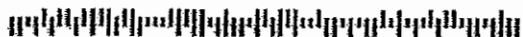
Issued By  
The Division of Non-Profit Organizations/Public Charities  
Business and Labor Bureau



MASSACHUSETTS DEPARTMENT OF REVENUE  
PO BOX 7044  
BOSTON, MA 02204-7044  
CONTACT CENTER  
(617) 887-6367

Letter ID: L0793560064  
Notice Date: August 1, 2016  
MA Taxpayer ID: 10205554

## CERTIFICATE OF EXEMPTION



HARWICH CRANBERRY FESTIVAL INC  
2C DOANE RD  
HARWICH PORT MA 02646-1514



Attached below is your Certificate of Exemption (Form ST-2). Cut along the dotted line and display at your place of business. You must report any change of name or address to us so that a revised ST-2 can be issued.

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

### Certificate of Exemption

HARWICH CRANBERRY FESTIVAL INC  
2C DOANE RD  
HARWICH PORT MA 02646-1514

MA Taxpayer ID: 10205554  
Certificate Number: 1192505344

This certifies that the organization named above is an exempt purchaser under Chapter 64H, section 6(d) or (e) of the Massachusetts General Laws. All purchases of tangible personal property by this organization are exempt from taxation to the extent that such property is used in the conduct of the business of the purchaser. Misuse of this certificate by any tax-exempt organization or unauthorized use of this certificate by any individual will lead to revocation. Willful misuse of this certificate is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. This certificate is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

Effective Date: September 8, 2016

Expiration Date: September 7, 2026



## Harwich Cranberry Festival Inc.

508-527-7620 P.O. Box 555 Harwich Port, Massachusetts 02646

June 20, 2018

Julie Kavanagh  
Board of Selectmen  
Town of Harwich  
732 Main Street  
Harwich, MA 02645



Dear Chairman Kavanagh and Selectmen,

The Harwich Cranberry Festival, Inc. would like to request that the Board of Selectmen accept a donation of services and necessary supplies from The Home Watch Companies, Inc. for the purpose of cleaning up the courtyard at the Harwich Cultural Center. In addition to the initial spruce up, occasional mowing as needed will be performed. This summer, at the Harwich Cultural Center, the committee will be presenting on Thursday nights The Cranfest in the Courtyard concert series. The performance will feature a variety of traditional, folk and roots performers who are listed on the following sheet.

In addition to adding to the cultural activity of our town and cultural center, the purpose of the concerts is to raise funds for the committees support of scholarships and youth activities.

Thank you for your consideration of this request.

Sincerely,

Edward McManus, President

Harwich Cranberry Festival, Inc.



# The HomeWatch Companies, Inc.

## ESTIMATE

Submitted to: Harwich Cultural Center  
Attention - Bob Wiser  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: June 14th, 2018

We hereby submit an estimate for:

Description: Clean up courtyard area. Mow as needed. Trim back shrubs and trees.

Project #1	<u>12 hours donated labor to clean up courtyard area.</u>	<u>\$540.00</u>
	_____	_____
Project #2	<u>Mow as needed, donated.</u>	<u>\$35.00</u>
	_____	_____
Project #3	_____	_____
	_____	_____
	_____	_____

The HomeWatch Companies, Inc. proposes to furnish material and labor in accordance with above specifications for the sum of:

**Donated**

*All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.*

Authorized Signature

*Mike Waite*

Note: This proposal may be withdrawn by HomeWatch if not accepted within 30 days.



# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS


273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

Fax (508) 430-7598

### MEMORANDUM

**TO:** Chris Clark, Town Administrator

**FROM:** Lincoln S. Hooper, Director 

**DATE:** June 6, 2018

**RE:** Response to Lynn Schweinshaut's Letter Re: Temporary Speedbumps

---

I am writing you in response to Lynn Schweinshaut's letter dated May 28, 2018, in which she is requesting temporary speedbumps on Seabreeze Ave and Wyndemere Bluffs Road. Although we have a long standing policy of not allowing speedbumps on public roads for a number of safety and maintenance issues, I thought it prudent to solicit the input from the Police and Fire Departments before officially responding. I have also contacted my counterparts in five other Cape towns to see how they handle request for speedbumps. It appears that those towns all deal with speedbumps in the same manner as Harwich: We all prohibit them, but none of us have a written policy or by-law that codifies it.

The DPW has a stance of prohibiting speedbumps primarily for snow plow operations and maintenance concerns. In this instance, Ms. Schweinshaut is requesting consideration of temporary speedbumps, which we have seen in some private neighborhoods. Our concerns about these are as follows: The installation of the anchors requires drilling into the roadway, which over time could lead to issues with the hotmix requiring maintenance. Further, the freeze thaw cycles have potential to push the anchors above the road grade, which then could be caught by a plow causing damage to the road and anchor. Additionally, the metal anchor inevitably will corrode over the winter, causing issues with installation the following summer. Finally, speedbumps would require warning signs in each direction, which would have to be part of the installation and removal each summer (MUTCD Section 2C.24 – sign W17-1). With 142 mile of public roadways, with over half of that being in neighborhoods, we are concerned about setting a precedent for further installation around town, creating more maintenance and expense.

Please be aware that my recommendation against speedbumps is in no way is a reflection that Ms. Schweinshaut's concerns are not valid. To assist her and her neighbors I would recommend that they contact the PD and request speed enforcement activities, the use of their radar trailer and a review of locations for potential signage. The DPW is certainly willing to purchase and install any signs that the PD recommends.

Attachments: Police and Fire Department Responses

## Sandy Robinson

---

**From:** Link Hooper <lhooper@harwichdpw.com>  
**Sent:** Wednesday, May 30, 2018 3:24 PM  
**To:** Sandy Robinson  
**Cc:** Lt. Kevin Considine; Christopher Clark; Chris Nickerson; Norman Clarke  
**Subject:** Petition for Speedbumps  
**Attachments:** Speedbump Request.pdf

Hi Sandy,

I am in receipt of the attached letter from Lynn Schweinshaut requesting speedbumps on Seabreeze Ave. and Wyndemere Bluffs Road. Although we have a long standing policy of not allowing speedbumps on public roads for various safety and maintenance reasons, I thought it prudent to involve the Police and Fire Departments in the official response, which will take some time. My recommendation would be for Chris to formally respond to the letter once we have exercised due diligence in the matter. Thanks,

Link

**From:** [Norman Clarke](#)  
**Sent:** Thursday, June 07, 2018 9:29 AM  
**To:** [Link Hooper](#) ; [Lt. Kevin Considine](#)

**Subject:** RE: Draft Response to Speedbump Request

Good morning Linc.

I am not in favor of speed bumps on Wyndemere Bluff Road. I absolutely agree there is a speed problem there and the other neighboring streets. If the speed is 30 MPH, that's too fast but I also know it is a process to change a posted speed. Speed bumps may cause more problems than they solve including bike traffic going over them, wheel chair access over them and simple trip and falls after dark. The neighbors there have a legitimate safety concern as do I. I propose long term, adjusting the speed limit on those streets add clear signage warning of the high pedestrian population present. A much higher police presence, including the radar trailers and radar patrols would be effective. During the summer months my opinion is that's a prime area for the HPD bike patrols.

Norm

**From:** [Lt. Kevin Considine](#)  
**Sent:** Wednesday, June 06, 2018 4:55 PM  
**To:** [Lincoln Hooper](#)  
**Subject:** FW: Speed Bumps

Link,

I spoke to the chief. He was concerned given the large number of residents who signed this letter so he wanted to make sure we took at close look at this issue. As a result of our discussions, we would not be favor of speed bumps but would be in favor of the following:

- Extra signage in this "loop" area (Slow or Children type signs)
- Extra patrols of the area
- Deployment of the radar boxes in the area (these boxes will record speed to get a sense on speeds in these areas).

There are a number of concerns we have regarding public safety issues which are:

- Emergency vehicle response
- Elevated noise concerns
- Safety concerns for motorcycles, bicycles, wheel chairs or any other walkers (day and NIGHT)

Thank you,

Kevin



Google Earth

© 2018 Google



400 ft



May 28, 2018

Harwich Town Administrator  
Harwich Board of Selectmen  
Harwich Department of Highways and Maintenance  
Harwich Town Hall  
732 Main Street  
Harwich, MA 02645

Dear Mr. Clark, Mr. MacAskill, and Mr. Hooper;

We, the neighbors of Sea Breeze Avenue and Wyndemere Bluffs Road, Harwich Port, MA are writing to request the placement of temporary speed bumps during the months of June, July and August on the Sea Breeze Avenue-Wyndemere Bluffs Road "loop". As you know, the beach located at the end of these two streets is a Harwich public beach with no parking. Much of the traffic that exists on these streets in the summer is for beach drop off and pick up of passengers and gear. The vast majority of the traffic is made up of people who do not live in the area and may not realize that the neighborhood is filled with young children. During the summer months there have been as many as 20+ children under the age 10 and additional children over the age of 10 that reside on the Seabreeze-Wyndemere Bluffs "loop". We, the residents of this area, all hold enormous concern for the speed in which some cars travel through our neighborhood and have witnessed too many "close calls" with cars driving to quickly and abruptly stopping when they see kids. We are proposing that six speed bumps be placed throughout the loop and are willing to share the cost of this project. Please contact Lynn Schweinshaut (contact information below) with any questions. We look forward to hearing from you.

Sincerely,



Lynn Schweinshaut  
2 Seabreeze Avenue  
(508) 942-4131  
lynms20@gmail.com

cc: Michael MacAskill, Lincoln Hooper

May 28, 2018

We, the undersigned, agree with this proposal.

Joseph Lavieri  
Joseph Lavieri  
23 Seabreeze AV  
Lynne Lavieri  
Lynne Lavieri  
23 Seabreeze Ave.

KURT SCHWEINSHAUT  
Kurt S. R  
2 BEA BREEZE

Concetta Young  
Concetta Young  
17 Sea Breeze Ave.

John F. Young

Scott Sawyer  
26 Wyndemere Bluffs

Scott Sawyer

Scott Sawyer  
26 Wyndemere Bluffs  
Sabrina Sabier

Joan Canterbury  
Joan Canterbury  
30 Wyndemere Bluffs

Robert D. McGuire  
34 Wyndemere Bluffs RD  
Robert D. McGuire

KAREN LACOUTURE  
20 WYNDEMERE BLUFFS RD  
Karen Lacouture

ROBERT DONAHUE

Robert Donahue  
16 WYNDEMERE BLUFFS RD  
Robert Donahue

Katherine Vacca

Katherine Vacca  
9 Wyndemere Bluffs Rd.  
Harwich port, MA 02646  
Pasquale R Vacca

P. R. Vacca  
9 Wyndemere Bluffs  
Harwich port, MA 02646

BETHANY H. CRAIG  
WILLIAM H. CRAIG

16 SEA BREEZE AVE

W.H. Craig

Bethany H Craig

Krista Schweinsaut Rodeau  
2 Seabreeze Ave  
Kirk S. Rodeau

Jane M'Sweeney  
8 Seabreeze Ave

Jane M'Sweeney  
8 SEA BREEZE

May 28, 2018

We, the undersigned, agree with this proposal.

Rose Ann Clarke  
Rose Ann Clarke  
12 Wyndemere Bluffs Rd  
Harwich Port

ANNE GEUSS  
8 Wyndemere Bluffs  
Harwich Port MA  
Anne Geuss

Jane Schweinschaut  
1 Seabreeze  
Harwich Port, MA

Mark Schweinschaut  
1 Seabreeze

Harwich port  
Mark Schweinschaut

Kelly Amaral  
5 Seabreeze Ave  
Harwich Port, MA

Kelly Amaral

Kyle Schweinschaut  
15 Seabreeze Ave  
Kyle Schweinschaut

Barbara Joans  
Barbara Joans  
7 Seabreeze Ave  
Harwich Port MA

Carolyn Hughes  
4 Seabreeze Ave.  
(verbal approval)  
Carolyn Hughes

## TRAFFIC SAFETY COMMITTEE

### **Purpose**

Provide a forum to discuss resident, business and staff safety concerns, and provide recommendations and potential solutions. The Committee will provide citizens the opportunity to voice concerns and bring issues to the attention of town staff, and if appropriate, to the Board of Selectmen.

This Committee will report to the Town Administrator.

### **Scope**

The committee shall undertake the following:

1. Assist with the planning and design of improvements to roadways, intersections, sidewalks, bikeways and other transportation facilities, including streetscape improvements.
2. Review building site plans for public safety issues and concerns.
3. Address public safety issues that fall beyond the scope of or cannot be addressed by a single Town department.
4. Review for compliance to ADA regulations
5. Recommend priorities for improvements
6. Submit recommendations for changes to Harwich Traffic Regulations.

### **Procedures**

The Committee will hold periodic (at least monthly) meetings as necessary to accomplish the purposes set forth above.

### **Conduct**

The Committee shall post meeting notices and maintain minutes as required under open meeting law.

### **Interpretation**

The Selectmen may, from time to time consistent with law, confer on the Committee additional responsibilities relating to the work of the Committee. Any questions concerning the nature or scope of the Committee's authority shall be clarified by instructions from the Selectmen, and the Selectmen's directives in this regard shall be determinative.

### **Committee Composition**

The Committee shall consist of 5 or 7 members. The Town Administrator shall appoint three members, representing the public safety and other town departments as appropriate. Additionally the Board of Selectmen shall appoint two or four members of the public for three year terms. The first appointees by the Board of Selectmen shall be appointed for staggered terms.

### **Reports**

The Committee shall make periodic reports consistent with agreed milestones and action items from the work of the Committee. At appropriate times the Committee shall provide a status report to the Board of Selectmen.

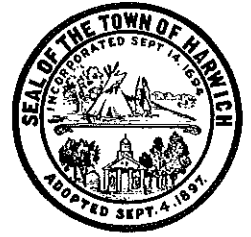
### **Dissolution**

Upon recommendation from the Town Administrator, the Selectmen may declare that the Committee's functions have been fulfilled, and upon notice by the Selectmen to the Committee members, the Committee's responsibilities shall terminate. This Committee is formed for the exclusive purpose identified above.

**Date Adopted: June 30, 2014**

**OFFICE OF THE SELECTMEN**PHONE (508) 430-7513  
FAX (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



TO: Board of Selectmen

FROM: Donald F. Howell  
Michael D. MacAskill

RE: Annual Committee/Board/Commission Re-appointments

DATE: June 25, 2018

<b>Committee</b>	<b>Expiration</b>	<b>Member</b>	<b>First Name</b>	<b>Last Name</b>
Agricultural Commission	2021	Full	Wayne	Coulson
Bikeways Committee	2021	Full	Shanna	Nealy
Bikeways Committee	2019	Full	Francis	Salewski
Bikeways Committee	2021	Full	Bruce	Paige
Board of Appeals	2021	Alternate	Meghan	Mahieu
Board of Appeals	2021	Full	David	Ryer
Board of Assessors	2021	Full	Richard	Waystack
Board of Health	2021	Full	Pamela	Howell, RN
Board of Health	2021	Full	Matthew	Cushing
Brooks Academy Museum Commission	2021	Full	Barry	Knowles
Brooks Academy Museum Commission	2021	Full	Peggy	Rose
Brooks Academy Museum Commission	2020	Full	Sandra	Hall
By Law and Charter Review Committee	2021	Full	Anita	Doucette
By Law and Charter Review Committee	2021	Full	Sandra	Hall
Capital Outlay Committee	2021	Full	Christopher	Harlow
Cemetery Commission	2021	Full	Cynthia	Eldredge
Community Center Facilities Committee	2021	Full	Angela	Chilaka
Community Preservation Committee	2021	Full	David	Nixon
Conservation Commission	2021	Full	James	Donovan
Conservation Commission	2021	Full	Carolyn	O'Leary
Conservation Commission	2021	Full	Bradford	Chase
Constables	2021	Full	Gerald	Beltis
Constables	2021	Full	David	Robinson

Council on Aging	2021	Full	Richard	Waystack
Cultural Council	2021	Full	Tina	Games-Evans
Forest Committee	2021	Full	Hugh	Millar
Golf Committee	2021	Full	John	Wheeler
Harwich Housing Committee	2020	Full	Julia	Eldredge
Harwich Housing Committee	2021	Full	Arthur	Bodin
Harwich Housing Committee	2019	Full	Cindi	Maule
Historical/Historic District Commission	2021	Full	Mary	Maslowski
Historical/Historic District Commission	2021	Full	Jeanne	Steiner
Planning Board	2021	Full	Mary	Maslowski
Real Estate and Open Space Committee	2019	Full	Elaine	Shovlin
Real Estate and Open Space Committee	2021	Full	Marcia	Thorngate-Smith
Real Estate and Open Space Committee	2021	Full	Carol	Porter
Real Estate and Open Space Committee	2020	Full	Katherine	Green
Recreation and Youth Commission	2021	Full	John	Mahan
Recreation and Youth Commission	2021	Full	Michael	Hurley
Registrars	2021	Full	Raymond	Gottwald
Shellfish Constables	2019	Full	James	Coyle
Shellfish Constables	2019	Full	Ronald	Saulnier
Shellfish Constables	2019	Full	Dean	Knight
Traffic Safety	2021	Full	Jerry	Scannel
Treasure Chest Committee	2021	Full	Eric	Fahle
Treasure Chest Committee	2021	Full	Mark	Koopman
Harwich Energy Committee	2021	Full	Charles	Czech
Voter Information Committee	2021	Full	Emily	Milan
Voter Information Committee	2021	Full	Peggy	Rose
Waterways Committee	2021	Full	Mort	Terry
Waterways Committee	2021	Full	Joseph	Johnson
Youth Services Committee	2021	Full	Brooke	Canada
Youth Services Committee	2021	Full	Julia	Eldredge

## 2018-2019 Miscellaneous Re-Appointments

To the Harwich Board of Selectmen:

June 25, 2018

The Selectmen's Interview/Nomination Sub-committee submits the following list of annual "Miscellaneous" re-appointments. The terms of the following appointments will expire on June 30, 2019.

<b>Organization</b>	<b>Name</b>
Barnstable County Waste Management Advisory	Lincoln Hooper
Barnstable County Regional Emergency Planning Committee	Lee Culver
Barnstable County Regional Emergency Planning Committee (Alternate)	David LeBlanc
Cape Cod Regional Transit Authority Representative	Robert Cafarelli
Cape Cod Joint Transportation Committee Representative	Lincoln Hooper
Cape Cod Joint Transportation Committee Representative (Alternate)	Chris Nickerson
Director of Emergency Management	Lee Culver
Forest Warden	Norman Clarke
Hazardous Materials Coordinator	Norman Clarke
Health Officer	Carol Topolewski
Local Emergency Planning Committee	David LeBlanc
Local Organizing Committee On Hazardous Waste	Meggan Eldredge
Municipal Coordinator for Toxic Waste	Norman Clarke
Right-To-Know Coordinator for Hazardous Materials	Brian Coughlin
Oil Spill Coordinator	Norman Clarke
Shellfish Constable	Heinz Proft
Tree Warden	Lincoln Hooper

**2018-19 BOARD OF SELECTMEN**  
**Liaisons to Town Committees**

<b>Julie Kavanagh, Chair</b> <a href="mailto:jkavanagh@townofharwich.us">jkavanagh@townofharwich.us</a>	Ambulance Waiver Administrator Library Trustees Planning Board Harwich Energy Conservation Chamber Of Commerce Housing Committee	May 2019
<b>Donald F. Howell</b> <a href="mailto:dhowell@townofharwich.us">dhowell@townofharwich.us</a>	Council on Aging Community Preservation Brooks Academy Museum Commission Real Estate and Open Space By Law And Charter Review Community Center Facilities Committee Capital Outlay Committee	May, 2020
<b>Michael D. MacAskill</b> <a href="mailto:mmacaskill@townofharwich.us">mmacaskill@townofharwich.us</a>	Water Commission Historic District/Historical Commission Voter Information Committee Traffic Safety Committee Youth Services Committee Recreation and Youth Waterways Committee	May, 2019
<b>Larry G. Ballantine, Clerk</b> <a href="mailto:lballantine@townofharwich.us">lballantine@townofharwich.us</a>	Board of Appeals Wastewater Implementation Committee Harwich Accessibility Rights Comm. Monomoy Regional School District Board of Health Finance Committee Conservation Commission Town Forest Committee	May, 2020
<b>Edward McManus</b>	Cultural Council Bikeways Committee Treasure Chest Committee Cemetery Commission Golf Committee Board of Assessors Agricultural Commission Housing Authority	May, 2021



*Premises:*  
31 & 33 Lake View Drive  
Harwich, MA

DEED IN LIEU OF FORECLOSURE

**Nancy M. Bailey** (“Grantor”), having an address of \_\_\_\_\_,  
\_\_\_\_\_ , for consideration of \_\_\_\_\_  
Dollars (\$ \_\_\_\_\_) paid and of taking the property described below subject to  
the outstanding real estate taxes, charges and assessments and other non-monetary  
consideration paid, hereby grants, with Quitclaim Covenants, to the **Town of Harwich**  
(the “Town”), a Massachusetts municipal corporation acting by and through its Board of  
Selectmen pursuant to the vote under Article 46 of the May 7, 2018 Annual Town  
Meeting, a certified copy of which is attached hereto, and having an address of Harwich  
Town Hall, 732 Main Street, Harwich, MA 02645, the following parcels of land:

Parcel 1:

The land in Harwich (East), Barnstable County, Massachusetts, bounded and  
described as follows:

NORTHWESTERLY by the sideline of Lake View Drive and by a private beach,  
one hundred twenty (120.00) feet, more or less;

NORTHERLY by Aunt Edie’s (formerly Josiah Bassett’s) Pond, seventy (70.00)  
feet, more or less;

EASTERLY by Lot 25, one hundred fifteen (115.00) feet, more or less;

SOUTHEASTERLY by the sideline of Forty Foot Way, sixty-eight and 61/100  
(68.61) feet;

SOUTHERLY by the sideline of Forty Foot Way, along an arc to the right with a  
radius of twenty (20.00) feet, thirty-one and 42/100 (31.42) feet;

SOUTHWESTERLY by the sideline of Forty Foot Way, eighty-nine and 21/100  
(89.21) feet; and

WESTERLY by the sideline of Forty Foot Way and the sideline of Lake View  
Drive, along an arc to the right with a radius of twenty (20.00) feet, thirty-one and 42/100  
(31.42) feet.

Containing 18,300 square feet of land, more or less.

Said premises are shown as LOT 8 on a plan of land entitled "Lake View Estates Subdivision of Land in Harwich, Mass." made for Paul J. Lynch, dated November 1961 by Nickerson & Berger, Civil Engineers, Orleans, Mass., which plan is recorded in Barnstable County Registry of Deeds in Plan Book 167, Page 31.

Together with all right, title and interest of the grantor in so much of any private ways or ways as adjoins any of the land herein granted to the center line thereof, and subject to the right of other owners in the subdivision to use said ways for all purposes for which the same may be used by the owner or owners of the land granted herein.

Together with a right of way appurtenant to the land herein granted, over and along all private ways shown on said plan, for all purposes for which public ways may be used in the Town of Harwich.

Together with an undivided two twenty-fifths interest in the are marked on said plan "Private Beach, Foot Traffic Only", which area shall be held in common with the owners of other lots in the subdivision.

And subject to the drainage easement as set forth in the deed from Nanly Homes, Inc. to John J. Dolan, Sr. dated August 2, 1962 and recorded with Barnstable County Deeds in Book 1168, Page 596.

Being the premises conveyed to Grantor by deed recorded with the Barnstable County Registry of Deeds in Book 6175, Page 104.

Parcel 2:

The land in Harwich (East), Barnstable County, bounded and described as follows:

NORTHERLY by Aunt Edie's (Formerly Josiah Bassett's) Pond, ninety (90.00) feet, more or less;

EASTERLY by land now or formerly of Vincent C. Bassett, one hundred eighty-five and 01/100 (185.01) feet, more or less;

SOUTHERLY by Lot 24, one hundred (100.00) feet;

WESTERLY by the sideline of Forty Foot Way, eighty and 01/100 (80.01) feet; and again;

WESTERLY by Lot 8, one hundred fifteen (115.00) feet, more or less.

Containing 18,000 square feet, more or less.

Said premises are shown as LOT 25 on a plan of land entitled "Lake View Estates Subdivision of Land in Harwich, Mass." made for Paul J. Lynch, dated November 1961 by Nickerson & Berger, Civil Engineers, Orleans, Mass., which plan is recorded in Barnstable County Registry of Deeds in Plan Book 167, Page 31.

Together with all right, title and interest of the grantor in so much of any private ways or ways as adjoins any of the land herein granted to the center line thereof, and subject to the right of other owners in the subdivision to use said ways for all purposes for which the same may be used by the owner or owners of the land granted herein.

Together with a right of way appurtenant to the land herein granted, over and along all private ways shown on said plan, for all purposes for which public ways may be used in the Town of Harwich.

Together with an undivided two twenty-fifths interest in the area marked on said plan "Private Beach, Foot Traffic Only", which area shall be held in common with the owners of other lots in the subdivision.

And subject to the drainage easement as set forth in the deed from Nanly Homes, Inc. to John J. Dolan, Sr. dated August 2, 1962 and recorded with Barnstable County Deeds in Book 1168, Page 596.

Being the premises conveyed to Grantor by deed recorded with the Barnstable County Registry of Deeds in Book 6175, Page 102.

This deed is an absolute conveyance of title, the Grantor having conveyed said premises to the Town for fair and adequate consideration, such consideration, in addition to that above recited, being full satisfaction of all real estate tax obligations related to the subject property owed to the Town through the date of this deed, and given in accordance with the terms and provisions of G.L. c.60, §77C.

The Grantor declare that this conveyance is freely and fairly made, and that there are no outstanding encumbrances, agreements, oral or written, other than this deed between the Grantor and the Town with respect to said property.

The Town acceptance of the forgoing premises, and a certified copy of the Town Meeting vote authorizing said acceptance, are attached hereto and incorporated herein.

**[Signature Page Follows]**

WITNESS the execution hereof under seal as of the \_\_\_\_\_ day of June, 2018.

\_\_\_\_\_  
Nancy M. Bailey

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this \_\_\_\_\_ day of June, 2018, before me, the undersigned Notary Public, personally appeared Nancy M. Bailey, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

ACCEPTANCE OF DEED

On this 25<sup>th</sup> day of June, 2018, the Town of Harwich, acting by and through its Board of Selectmen of the Town of Harwich pursuant to the authority granted by G.L. c.60, §77C and the vote under Article 46 of the May 7, 2018 Annual Town Meeting, a certified copy of which is attached hereto, hereby accepts the foregoing deed from Nancy M. Bailey.

TOWN OF HARWICH,  
By Its Board of Selectmen

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this 25<sup>th</sup> day of June, 2018, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, member of the Town of Harwich Board of Selectmen, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose on behalf of the Town of Harwich.

\_\_\_\_\_  
Notary Public  
My Commission Expires:



# Town of

Anita N. Doucette, MMC/CMMC  
Town Clerk



# Harwich

732 Main Street  
Harwich, Massachusetts 02645  
Tel. 508-430-7516

**TOWN OF HARWICH**  
**ANNUAL TOWN MEETING**  
**MAY 7, 2018**

**DEED ACCEPTED IN LIEU OF FORECLOSURE – 31/33 LAKEVIEW DRIVE**

**ARTICLE 46:** To see if the Town will vote to authorize the Board of Selectmen to accept a deed in lieu of foreclosure pursuant to M.G.L. c.60 § 77C for 0.42 acres at 31 Lakeview Drive and 0.41 acres at 33 Lakeview Drive owned by Nancy Bailey. The parcels are identified on Assessor's Map 83, Lot P8 and Assessor's Map 83, Lot P25, and to act fully thereon. By request of the Board of Selectmen.

*Explanation: An elderly resident owns two parcels and has not been able to pay taxes. Both are in foreclosure. The resident has offered the deeds in lieu of foreclosure. The statute allows Town Meeting to accept in lieu of taxes owed.*

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. VOTE: YES-5, NO-0.**

**MOTION:** (Jack Brown, Chairman-Finance Committee) I move that this article be accepted and adopted as printed in the warrant. Duly seconded

**ACTION:** It was a unanimous vote, so declared.

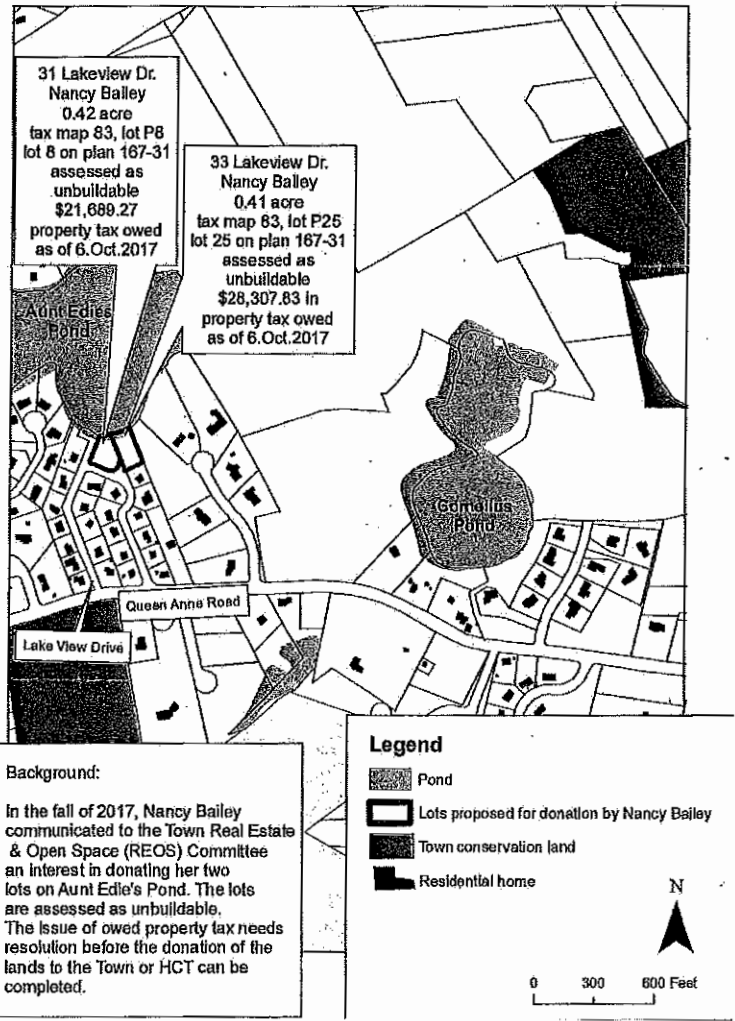
A true copy:

Attest:

Anita N. Doucette, MMC/CMMC  
Town Clerk

JUN 21 2018

**Map of 2 Lots Proposed for Donation by Nancy Bailey**





**OFFICE OF THE TOWN ADMINISTRATOR**

**Christopher Clark, Town Administrator**

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



**MEMO**

To: Board of Selectmen

From: Christopher Clark  
Town Administrator

Re: Signage Installation Beach Road

Date: June 21, 2018

Administration has been researching with our Town Surveyor the best way to install or acknowledge the location of town owned property at the end of the Beach Road Easement. Under surveying rules, only a 30 inch high concrete marker can be placed with the majority of the marker underground and only several inches above ground. The location of the town owned property at the end of the easement and going into lot 37 and Lot 36 of town property would be underwater during high and mid-level tide. The concrete bounds would create a trip and fall hazard in the surf. To install any other features of significance in the water would require a Chapter 91 permitting process and approval.

During one of my site visits, I met with Mr. Morris who is the owner on one side of the easement, he indicated a distinct preference that any signage be located on the easement only. The town surveyor did identify and highlighted on the attached diagram as a witness location to boundary markers at the end of a post and rail fence designating the width of the 40 foot easement. Administration will request the Department of Public Works to install signage at this location indicating edge of easement on each respective side and that the signage would point town property 65 feet. By locating the signage in this location it stays out of the water and should not create a hazard. Mr. Morris did further request that Administration can put together an information sheet that shows the easement to the water and access to the town owned parcels is primarily available only during low tide times. The information sheet could identify the two town owned beaches with available parking in close proximity and encourage residents to use one of those beaches.

I believe for the summer this may be advisable course to take.

## Ann Steidel

---

**From:** Sandy Robinson  
**Sent:** Wednesday, June 20, 2018 9:25 AM  
**To:** Ann Steidel  
**Subject:** FW: Cold brook & sewer

*Sandra Robinson  
Selectmen/Administrator's Office  
[srobinson@town.harwich.ma.us](mailto:srobinson@town.harwich.ma.us)  
(508) 430-7513 ext. 3320*

---

**From:** Larry Ballantine  
**Sent:** Wednesday, June 20, 2018 8:51 AM  
**To:** Christopher Clark <cclark@town.harwich.ma.us>; Sandy Robinson <srobinson@town.harwich.ma.us>  
**Cc:** Julie Kavanagh <jkavanagh@townofharwich.us>  
**Subject:** Re: Cold brook & sewer

The two agenda items I've requested for next BOS meeting:

- Discuss CWMP Phase 2 implementation following affirmative votes of annual town meeting and ballot. What are plans to move forward on the ~ \$25M project. Specifically:
  - Discuss advantages of employing a consultant Communication Coordinator to aid Wastewater Support Committee and town staff communicate with residents to listen and inform on plans, actions, decision points, etc.
  - Discuss how best to manage this project - a project of this magnitude would likely benefit from a single project manager. e.g., building and highway project managers.
  
- Cold Brook mitigation update to discuss current status of negotiations with Harwich Conservation Trust. Negotiations have been lengthy. My interest is that any plan moving forward not only improves environment but gets us as close as possible to CWMP/Mass Estuary estimate of reducing sewerage needs in the watershed to save ~ \$6M.

Larry

---

**From:** Julie Kavanagh  
**Sent:** Monday, June 18, 2018 11:45:22 AM  
**To:** Larry Ballantine  
**Subject:** Cold brook & sewer

Hi Larry,

I have added Cold Brook & the sewer to the agenda would you email Chris & Sandy with a brief overview on both so they have the

info for the agenda?

Thanks,

Julie

Sent from my iPhone



260 West Exchange Street, Suite 300  
Providence, Rhode Island 02903  
tel: 401 751-5360  
fax: 401 274-2173

## Harwich Sewer Collection System – Phase 2

### Progress Report No. 11

Services from April 15, 2018 to May 12, 2018

- CDM Smith costs incurred during this period are \$51,840.25
- Previously, CDM Smith invoiced the Town \$494,209.36
- This invoice (No. 11) will bring the total invoiced amount up \$546,049.61
- The total contract amount is \$2,020,000 per the agreement dated June 2, 2017
- Contract balance remaining is \$1,473,950.39

#### CDM Smith Activities During This Reporting Period

1. Continued development and refinement of detailed design drawings including sewer profiles for the Phase 2 collection system.
2. Developed final listing of streets and parcels to be served by the Phase 2 collection system.
3. Developed presentation and supporting materials for, and presented at, public meeting on April 19, 2018.
4. Prepared for and attended meeting with Harwich and Chatham representatives on April 27, 2018.
5. Prepared for and conducted Progress Meeting No. 5 with Town officials on April 27, 2018, including identification of potential Phase 2 pumping station locations.

#### Work Planned During Next Invoice Period

1. Continue development of design drawings of pipelines and pumping stations.
2. Begin procurement/coordination of geotechnical drilling program.
3. Prepare letter to utility companies providing information on Phase 2 and the sewer program.
4. Conduct monthly Progress Meeting with the Town on May 30, 2018.
5. Prepare for and attend meeting with Harwich and Chatham representatives on May 30, 2018.



## Ann Steidel

---

**From:** Amy Usowski  
**Sent:** Thursday, June 14, 2018 9:47 AM  
**To:** Ann Steidel  
**Subject:** FW: Red River Beach\_brood range\_100618.pptx  
**Attachments:** Red River Beach\_brood range\_100618.pptx

**Can you forward this to the Selectmen please Ann? Thanks!**

Amy

Hello all,


As of today, Audubon is letting us decrease the size of closed-off parking area at Red River Beach, as the plover chicks are tending to stay closer to the east end. Please see attached image. The concrete barriers will be moved to where the blue-shaded area starts. Low silt fence will be installed across the openings again from the parking lot area that is open to the beach, but people can easily step over it. Beach raking is occurring 3x per week with monitors from the west end up to where the dunes start. People can still walk to the east end, just please stay out of the fenced area. Hopefully the plovers will fly by July 4 or a bit sooner, and we can resume business as usual.

Amy Usowski  
Conservation Administrator  
Town of Harwich  
(508)430-7538

# Red River Brood Range

Write a description for your map.

## Legend

 Red River Beach

 Red River Beach



Google Earth

© 2018 Google



1000 ft

**OFFICE OF THE TOWN ADMINISTRATOR**

**Christopher Clark**, *Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



# MEMO

To: Department Heads

From: Christopher Clark, Town Administrator

cc: Julie Kavanagh, BOS Chair  
Evan Melillo, Assistant Town Administrator

Re: New Board of Selectmen Agenda Process

Date: June 13, 2018

Effective July 1, 2018, I am instituting the following new process for placing items on the Board of Selectmen agenda.

Agenda items must be submitted to our office complete with back-up for the Board's packets by Wednesday at noon. Items received after this deadline will be placed on the next Board of Selectmen agenda. It is preferable that you submit your items as early as possible in the week.

Contracts in the amount of \$50,000 and over must be approved for placement on the agenda. Attached is a checklist of procurement requirements and all items must be in order to get approval. Please bring checklist and all associated documents to our office for discussion and approval on Wednesday mornings at 8:45 a.m. If you have procurement questions, please contact Evan Melillo at extension 3315.

Thank you for your cooperation during this transition period as we try to streamline the agenda process.

## Procurement Checklist

Please provide contracts requiring Selectmen signature\* with all of the following material before Wednesday morning\*\* in order to get sign-off approval on the Procurement Checklist from the Town Administrator or the Assistant Town Administrator.

\*Note: contracts (not grants) below \$50,000 can be signed by Town Administrator.

- 1. Please provide a **brief narrative\overview** of the project.
  - a. Include how many bidders there were, the range of bids, the winning bidder and identify the funding source.
  - b. Include what you feel is pertinent, but keep this section to 1 – 4 sentences.
- 2. Please provide a single **copy of the bid packet** along with all supporting documents.

Construction? Use this list.	Goods or Services? Use this list.
<ul style="list-style-type: none"> <li><input type="checkbox"/> C1. Please show Prevailing Wage was used.</li> <li><input type="checkbox"/> C2. If construction is near \$10,000 you also need:                             <ul style="list-style-type: none"> <li>a. Written spec sheet.</li> <li>b. Advertised for two weeks on Central Register, Town website, and COMMBUYS.</li> </ul> </li> <li><input type="checkbox"/> C3. If construction over \$25,000 you need C1, C2, as well as:                             <ul style="list-style-type: none"> <li>a. Show project was in the Capital Plan.</li> <li>b. Show that 50% payment bond was in bids.</li> </ul> </li> <li><input type="checkbox"/> C4. If construction over \$50,000 you need C1, C2, C3, as well as:                             <ul style="list-style-type: none"> <li>a. Bid Bond of 5% of total value.</li> <li>b. Sealed Bids.</li> <li>c. <b>End of non-building construction requirements.</b></li> </ul> </li> <li><input type="checkbox"/> C5. If <b>Building</b> estimated construction costs are over \$100,000 <b>and</b> estimated design costs are over \$10,000 you'll need to follow Designer Selection RFQ process:                             <ul style="list-style-type: none"> <li>a. Advertise in Central Register and local newspaper for two weeks.</li> <li>b. Set a designer fee or price ceiling.</li> <li>c. Use Standard Designer Application Form</li> </ul> </li> <li><input type="checkbox"/> C6. If <b>Building</b> construction over \$150,000 you'll need C1, C2, C3, C4, as well as:                             <ul style="list-style-type: none"> <li>a. 100% payment bond was in bids.</li> <li>b. 100% performance bond was in bids.</li> <li>c. DCAMM certified bidders.                                     <ul style="list-style-type: none"> <li>i. DCAMM certified sub-bids if over \$25,000</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> C7. If <b>Building</b> construction over \$10,000,000 you'll need C1, C2, C3, C4, C5, as well as:                             <ul style="list-style-type: none"> <li>a. Solicit statements of qualifications prior to sealed bids.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> GS1. If procured using the State Bid List:                             <ul style="list-style-type: none"> <li>a. Over \$25,000 please show project was on the Capital Plan.</li> <li>b. Step 1, 2, and GS1 is all you need to complete for State Bid list items.</li> </ul> </li> <li><input type="checkbox"/> GS2. If project is over \$5,000:                             <ul style="list-style-type: none"> <li>a. Please provide written spec sheet used and who it was sent to.</li> <li>b. Maximum contract length is three years.</li> </ul> </li> <li><input type="checkbox"/> GS3. If project is over \$50,000:                             <ul style="list-style-type: none"> <li>a. Show project was advertised for two weeks in a newspaper and on COMMBUYS.</li> <li>b. Show project utilized sealed bids.</li> </ul> </li> <li><input type="checkbox"/> GS4. If project is over \$100,000:                             <ul style="list-style-type: none"> <li>a. Show project was advertised for two weeks in COMMBUYS and Goods and Services Bulletin.</li> <li>b. Show project utilized sealed bids.</li> </ul> </li> </ul> <p>Note 1: If lowest bidder was found to be either not responsive or not responsible, the Town may begin negotiations with next lowest bidder.</p> <p>Note 2: Bids may be negotiated downwards but never higher than original quote.</p> <p>Note 3: Municipalities may not provide a down payment, deposit, or provide funding before possession of purchased item.</p>

Signature of Town Administrator or Assistant Town Administrator: \_\_\_\_\_

\*\*Note: Failure to gain sign-off approval on the checklist before Wednesday at noon results in the contract being delayed to the next meeting.



**Harwich Planning Board Agenda**  
**Griffin Room, Town Hall - 732 Main Street, Harwich, MA**  
**Tuesday, June 26, 2018 - 6:30 PM**

*Call to order - Recording & Taping Notification: As required by law, the Town may audio or video record this meeting. Any person intending to either audio or video record this open session is required to inform the chair.*

**Public Hearing**

**I. New Business\***

**A. PB2018-17 Richard S. Boskey 2012 Revocable Trust and Richard S. and Cathy S. Boskey, owners, c/o William Crowell, Esq.,** seek approval of a Use Special Permit, with waivers, pursuant to the Code of the Town Harwich §325-14.Q and Article V Use Regulations for one bedroom in a detached two-story residential accessory structure to be constructed. The property is located at 2 and 10 Lake Shore Drive, Map 110, Parcel A2 and A4, respectively, in the R-R and W-R Zoning Districts.

**B. PB2018-18 Cape Cod Regional Technical High School District Committee, c/o David J. Michniewicz, P.E.,** seeks approval of a Site Plan Review Special Permit, with waivers, pursuant to §325-55 (for construction of a new regional technical high school, including building(s), reconfiguration of parking, athletic fields and other site improvements) and Use Special Permits pursuant to §325-51 (for structure(s) with floor area greater than 7,500 s.f. and 20 or more new parking spaces) of the Codes of Harwich. The property is located at 351 Pleasant Lake Avenue, Map 82, Parcel A1, in the R-L Zoning District.

**C. PB2018-20 Peter & Marsha Malone, owners,** seek approval of a Use Special Permit, with waivers, pursuant to the Code of the Town Harwich §325-14.Q and Article V Use Regulations for two bedrooms in a detached two-story residential accessory structure. The property is located at 27 Sea Street, Map 7, Parcel D9, in the RH-1 Zoning District.

**D. PB2018-21 Main Street HP LLC., as owner, Sea Street Productions LLC, d/b/a Salt Block Food Truck, Douglas J. Ramler, as applicant,** seeks approval of a Use Regulations Special Permit (Restaurant, Fast Food/Take Out) pursuant to the Code of the Town of Harwich §325-13.¶ IV, 32A, to operate a mobile food vending operation for property located at 575 Route 28, Map 14 Parcel V15 in the C-V district.

**Public Meeting**

**II. New Business**

**A. PB2018-22 3137, LLC, as owner, c/o Matthew P. Kelley, Esq.** seeks approval of a Waiver of Site Plan for exterior expansion of the existing Restaurant for an outdoor bar on the front patio. The property is located at 600 Route 28, Map 14, Parcel Z15 in the C-V Zoning District and is more commonly known as Ember Pizza. The application is pursuant to the Code of the Town Harwich §325-55.F. as set forth in M.G.L. c. 40A §9.

**B. PB2018-23: 541-543 Main Street Condominiums Trust, as owner, c/o Matthew P. Kelley, Esq.** seeks approval of a Waiver of Site Plan for exterior expansion of the existing Restaurant for an outdoor bar on the back patio. The property is located at 541 Route 28, Map 14, Parcel U6 in the C-V Zoning District and is more commonly known as the Port Restaurant and Bar. The application is pursuant to the Code of the Town Harwich §325-55.F. as set forth in M.G.L. c. 40A §9.

**C. PB2018-25 Town of Harwich (Selectmen), as owner,** seeks approval of a Waiver of Site Plan to extend the existing municipal parking lot at School House Road. The property is identified as 0 School House Road, Map 14, Parcel F3 in the R-M and C-V Zoning Districts. The application is pursuant to the Code of the Town Harwich §325-55.F.

(OVER)

**D. PB2018-13 Eastward Homes Business Trust - Planning Board Signatures - Agreement & Covenant and Bascom Hollow Definitive Plan**

**E. Advisory Opinions - Board of Appeals June 27, 2018**

**F. Minutes - April 10, 2018, May 10, 2018**

**III. Old Business**

**IV. Briefings and Reports by Board Members**

**Adjourn**

*\*Per the Attorney General's Office: Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business".*

***Subject to Change / Next Planning Board Meeting – Tuesday, July 10, 2018***

*Requests for accommodations for any person having a disability can be made by contacting the Administration Office at 508.430.7514. Authorized Posting Officer: Elaine Banta,  
[ebanta@town.harwich.ma.us](mailto:ebanta@town.harwich.ma.us) / 508.430.7511*

## Christopher Clark

---

**From:** Christopher Clark  
**Sent:** Tuesday, June 12, 2018 2:59 PM  
**To:** scarpenter@monomoy.edu  
**Cc:** Julie Kavanagh; Sandy Robinson; Ann Steidel; Evan Melillo; Paul Sweetser  
**Subject:** Monomoy Elementary School – Harwich Cultural Center Exclusive Use Line  
**Attachments:** 12 Ownership of Fields behind Cultural Ctr\_.pdf

Scott,

At a recent Board of Selectmen's meeting, I was requested to prepare a designated exclusive use line to differentiate the authority of the Monomoy Regional School District and the Harwich Board of Selectmen. In discussions with the Town Surveyor, he has put together the attached rendering for discussion purposes. It is recommended term of art was an exclusive use line to differentiate the Monomoy Regional School District area associated with the Grammar School and the new Harwich Cultural Center and related fields. Back in 2014, Monomoy Regional School District turned over the former Middle School to the Harwich Board of Selectmen. The turnover did not include a formally agreed upon line of demarcation of the use of the property. I would like to request that you and the school committee review the attached and if an agreement vote the same. I will then request the board of selectmen to vote this line. I believe this will then clear up any future questions in regards to the field operations in the rear of the Harwich cultural center.

Chris

OWNER/PETITIONER—  
TOWN OF HARMCH  
732 MAIN STREET  
HARMCH, MA 02645

LOCUS ADDRESS—  
263 SOUTH STREET

FOR REGISTRY USE ONLY

DEED REFERENCE—  
BK. 637 PG. 333

PLAN REFERENCE—  
PL.BK. 070 PG. 125  
PL.BK. 108 PG. 153

GROSS AREA—  
805,582 +/- SQ. FT.  
18.49 +/- ACRES

APPROVAL NOT REQUIRED UNDER  
THE SUBDIVISION CONTROL LAW

APPLICATION DATE \_\_\_\_\_

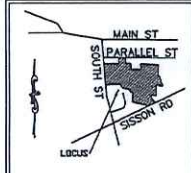
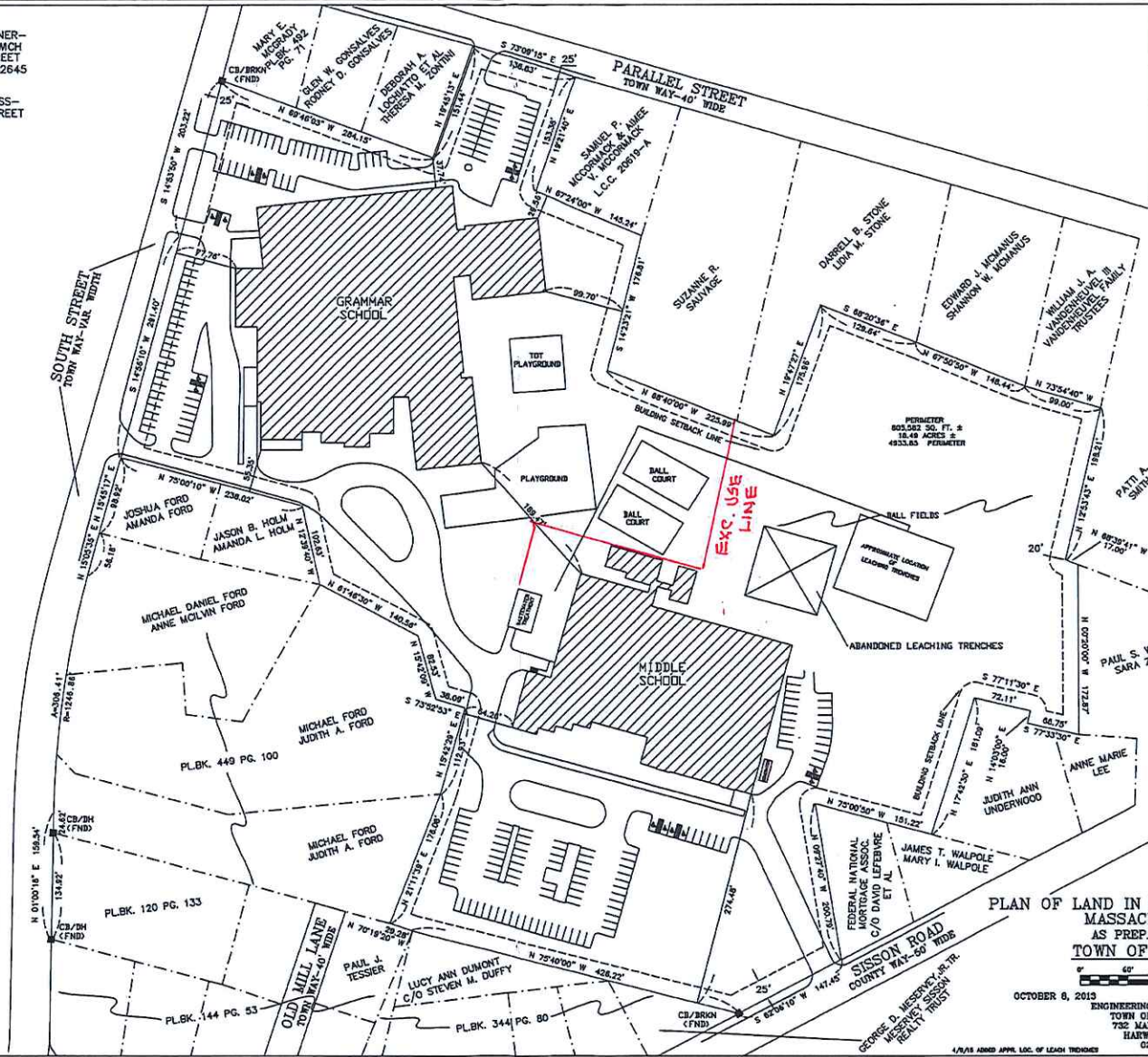
ENDORSED DATE \_\_\_\_\_

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HARWICH PLANNING BOARD  
NO DETERMINATION OF COMPLIANCE WITH ZONING  
REQUIREMENTS HAS BEEN MADE OR IS INTENDED

I CERTIFY THAT THIS PLAN CONFORMS TO THE  
1978 RULES AND REGULATIONS OF THE REGISTERS  
OF DEEDS.

DATE \_\_\_\_\_ PROFESSIONAL LAND SURVEYOR



LOCUS MAP  
ASSESSORS MAP: 40  
PARCELS: 16  
ZONING CLASSIFICATION: RM  
SETBACK REQUIREMENTS—  
FRONT 25'  
SIDE 20'  
REAR 20'  
AREA REQUIREMENT—  
40,000 SQ. FT.

PLAN OF LAND IN HARWICH (CENTER),  
MASSACHUSETTS  
AS PREPARED FOR  
TOWN OF HARWICH



OCTOBER 8, 2019 SCALE 1"=80'

ENGINEERING DEPARTMENT  
TOWN OF HARWICH  
732 MAIN STREET  
HARWICH MA  
02645

1/4" AS SHOWN APPL. LOC. OF LEACH TRENCHES

1290-00

# BROOKS ACADEMY MUSEUM IMPROVEMENTS



March 28, 2018

bertaux+iwerks architects | proposal

April 18, 2018

Mr. David Spitz, Chair  
Brooks Academy Museum Commission  
80 Parallel Street  
Harwich, MA 02645

Re: Architectural Services for Brooks Academy Museum Improvements, and Construction - Request for Proposal

Dear Mr. Spitz,

Thank you for showing us through the Brooks Museum and answering our questions about the Museum's operations and existing conditions. Our visit has given us an appreciation of the unique challenges and opportunities facing the Museum. In response to your RFP, Bertaux + Iwerks Architects (BIA) is pleased to provide our proposal for architectural services and decision-making guidance. Following is an overview of our capabilities in direct response to the RFP's 6 main Evaluation Criteria areas found on page 5:

#### A. Experience and Quality of Like Work

Recent Cape Experience. We have a long-term design relationship with the Steamship Authority in Woods Hole where we are redesigning the entire terminal facility, including three new ferry slips, currently under construction. As part of the 10-year long project, we have just completed the planning and design process for new office space, culminating in a new office building the Authority has just occupied. In the initial steps we conducted a wide-ranging study of several potential existing properties in Falmouth and Mashpee, as well as an evaluation of SSA's properties for potential new construction options. While this project did not involve restoration of an existing building, we did create a design that fits in with the historic character of Falmouth, creating a new "public barn," reminiscent of an original barn on the selected site. Steve Sayers, General Counsel for the Steamship Authority, wrote to me shortly after moving into the new office building:

*"Dear Chris:*

*I have been remiss in not telling you what a success I think the new administrative office building is. I personally enjoy the working spaces tremendously, and do so more and more each time I return to work. I also find all of the details impressive, but don't believe they result in a fussiness or extravagance that would be inappropriate for a public building. The light throughout the second and third floors is also uplifting for everyone inside. Overall, everything about the building just seems spot-on and makes sense. It creates a wonderful working environment for all of us, and is a work of art as well. Thank you and everyone else at Bertaux + Iwerks Architects who contributed to this, and in particular Sela, who undoubtedly deserves as much (if not more) of the credit for it as you.*

*- Steve Sayers" February 21, 2018*

We would be happy to give the Brooks Academy Museum Commission a tour of the final building we designed if there would be some value in seeing the quality of our design and detailing work (there is a full basement by the way).

Experience in similar project types. As a firm, and as individual practitioners, we have extensive background in the planning and design of cultural institutions. As one of our core focus areas, we have worked with many of New England's high profile cultural institutions, including the New England Aquarium and Zoo New England (Franklin Park and Stone Zoos). Lian Davis has extensive experience with all types of museum projects, and most directly relevant to the Brooks Academy Museum, we have just been retained by the Fitchburg Historical Society to undertake a master planning study for the Fitchburg Historic Museum's new building.

Our proposal contains examples of similar projects, ranging from Historical Society Museums and cultural institutions, to more targeted project experience involving surgical insertions of elevators into existing structures, exterior envelope analysis, and asset assessments of historic structures.

## **B. Staff**

Our team has worked successfully together on similar projects entailing evaluation of facilities, concept design studies, feasibility reports, and full design and construction phase services. We offer individuals with exceptional credentials to undertake your project: Chris Iwerks, AIA and Lian Davis, AIA of Bertaux + Iwerks Architects will lead the project, supported by Richmond Sofor structural engineering and Charles McGorry for quantity surveying and cost estimating. Chris and Lian are both working in Woods Hole now and have demonstrated a consistent ability to add value to the design process and final product of every project they work on.

## **C. Public Sector Knowledge**

The majority of the projects undertaken by BIA have been for Massachusetts public sector clients, subject to Massachusetts Chapter 149 public bidding laws and procedures. We are also knowledgeable about how codes and regulations affect public projects and we have an outstanding record for managing projects that are delivered on time and on budget. We have included an illustration of numerous publicly bid projects we have completed in the proposal under the Project Approach section.

## **D. Schedule**

We believe that the initial steps of this project can be accomplished in a fairly short period of time. We have included a detailed schedule showing the probable time frame for this initial study as well as a follow-on effort for design and construction activities. A short duration for fundraising is also indicated, but the actual duration is not known at this time.

### **E. Approach**

Bertaux+iwerks Architects views effective communication with clients and stakeholders as the foundation of a successful project. To maximize the potential for successful outcomes, we have developed a unique methodology, called Outcome-Driven design (ODd), for managing client and stakeholder decision-making. We utilize this tool on most of our projects, including most recently for the Steamship Authority's office building. Our clients find it to be both clarifying and a great time-saver in the decision-making process.

Our proposal describes in detail how we envision the steps of existing conditions assessment, analysis, concept design and documentation of the overall process. Our approach is collaborative, focused on the discovery of solutions that optimize stakeholder objectives.

### **F. Capacity**

We have recently reached final completion on projects for Zoo New England and the Steamship Authority's Offices in Falmouth; as a result, we are able to give the Brooks Academy Museum our full attention. We are a service-oriented design practice that places the goals of our clients first. With this proposal, we are dedicating our senior team to your project who will work closely with you to help ensure that your objectives are met.

Two other areas we would highlight are funding and sustainable design:

#### **Funding**

An additional area of added value is our experience with public sector grants in Massachusetts. We recently aided Zoo New England in securing a MassWorks grant that funded approximately \$5,000,000 worth of physical improvements to the Stone Zoo, including a BIA designed new entrance facility and an education building. The Brooks Academy Museum may want to investigate this and other sources, such as the Massachusetts Preservation Projects Fund and the Mass Cultural Council Grant Program (including the Cultural Facilities Fund, Cultural Investment Portfolio, and Local Cultural Council Program).

#### **Sustainable Design**

While sustainable design may not be a primary focus of this project, we wish to point out that, wherever possible, we work with clients to create high-performance, energy-efficient buildings. This means creating solutions that optimize human comfort, well-being and productivity. Our human-centered focus results in buildings that are responsive and tailored to the desired outcomes of the people who use them. We also develop strategies to minimize any negative impacts on the environment. We have found that this approach can minimize operating costs and energy expenses which is often highly advantageous for our clients.

BIA is excited about this project and very interested in helping the Brooks Academy Museum succeed. The remainder of this proposal summarizes our project approach and detailed qualifications. Should any questions arise as you



**bertaux+iwerks architects**

review our proposal, please contact us and we will respond promptly.

Thank you for your consideration, and we look forward to an opportunity to be of service to you on this important next step in the Brooks Academy Museum's future.

Yours truly,

Chris Iwerks, AIA, LEED AP  
Principal, Bertaux+Iwerks Architects

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## References

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Director of Project Management &  
Design (former)  
New England Aquarium  
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# Firm Background

Bertaux+Iwerks Architects, located in the Leather District of downtown Boston, MA, has a long history of partnering with public sector clients like the Brooks Academy Museum to deliver high-quality facilities. We understand the nature of public projects and are adept at leading the planning and design process to successful completion. Clients choose Bertaux+Iwerks Architects for our exceptional reputation in managing the end-to-end process and delivering highly responsive design solutions.

Clients for whom we have provided planning and design services include the Martha's Vineyard, Nantucket and Woods Hole Steamship Authority, New England Aquarium, Fitchburg State University, Zoo New England, University of Massachusetts Medical Center, University of Massachusetts Lowell, United States Postal Service, Dartmouth Hitchcock Medical Center, and the Dartmouth Medical School, among many others.

Bertaux+Iwerks Architects has diverse expertise which has been applied to a broad spectrum of project types. In addition to architectural design, the firm also provides services in master planning, experience design and wayfinding design. Our projects are primarily for municipal and civic places, academic facilities, transportation terminals, and infrastructure of many types.

## **Outcome-Driven design - Tools for Collaborative Decision-making**

Bertaux+Iwerks Architects are the originators of Outcome-Driven design™ (ODd), a framework for including diverse stakeholder perspectives in the design process. ODd has emerged as a tested and effective tool for engaging stakeholders and enabling group decision-making.

Drawing on innovation techniques developed in other creative industries, Outcome-Driven design equips project participants with a methodology for maximizing project potential. Understanding stakeholders' desired outcomes provides the key insights needed to create truly responsive design solutions.

Outcome-Driven design has been fully integrated into our practice and is an indispensable part of the design process. The concept of distinguishing outcomes from actions has proven a powerful framework for seeing more options and resolving differences.

## Relevant Experience

With over 40 years of experience each, Leonard Bertaux, AIA and Chris Iwerks, AIA have collaborated with clients and communities to deliver projects of uncommon functional and aesthetic value. They leverage the power of integrated design thinking to create high performance buildings and environments that enhance human experience and preserve the natural environment. The Bertaux and Iwerks practice is known for bringing a high level of creativity and thoughtfulness to each project and for tailoring their design solutions to each project's context.

Senior Associate, Lian Davis AIA, also brings over a decade of experience in museum specific planning and design. Since joining the firm in 2016 he has been involved in numerous projects, including the Steamship Authority's Terminal Reconstruction in Woods Hole.

The following pages provide project examples of our work for cultural and academic institutions as well as our ongoing projects for the Martha's Vineyard, Nantucket & Woods Hole Steamship Authority.

# Fitchburg Historical Society - Phoenix Building



**Overview:** The Fitchburg Historical Society is headquartered in the Phoenix Building, a nationally registered historic place in downtown Fitchburg.

Through a grant from the Massachusetts Cultural Council, BIA was recently hired by the Fitchburg Historical Society for master planning services with a goal of enhancing the facility's collections storage, program facilities, and exhibition spaces.

**Client:** Fitchburg Historical Society  
**Location:** Fitchburg, MA  
**Size:** 35,000 SF  
**Cost:** TBD



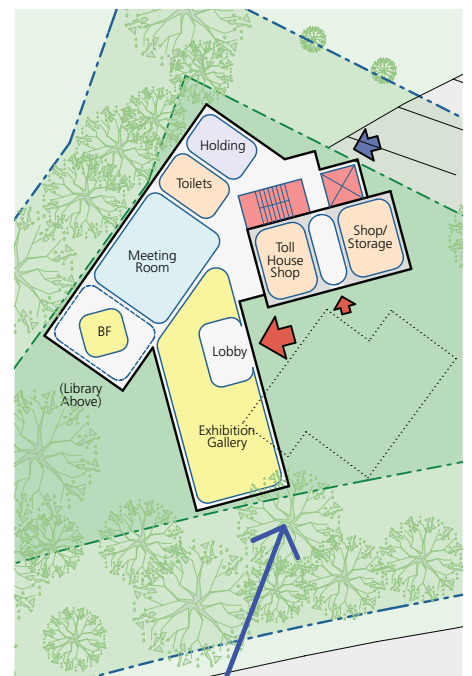
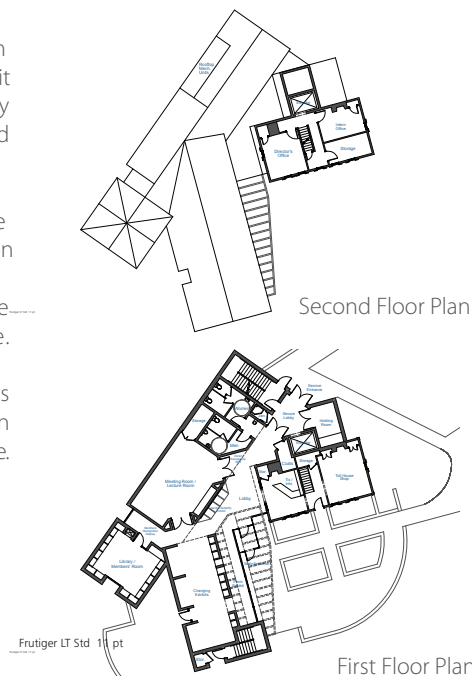
# Wellesley Historical Society Museum



**Overview:** This concept design for the Wellesley Historical Society was developed in response to deteriorating curatorial and exhibit storage spaces that were inadequate to safely house the precious collections contained within.

The solution developed involved moving the historic carriage house from its existing position and constructing a new flexible exhibit and support wing. This new wing offers accessible circulation to both floors of the historic house. In addition, efficient compact storage and curatorial spaces met the strict requirements needed for the Society's sensitive collection while allowing the collection to grow over time.

**Client:** Wellesley Historical Society  
**Location:** Wellesley, MA  
**Size:** 8,000 SF  
**Cost:** \$4M (estimated)  
**Design:** Lian Davis while at Verner Johnson



# FSU Edgerly Hall Renovations

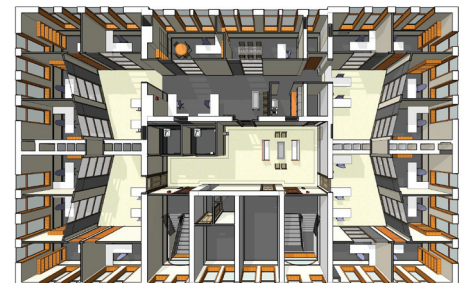
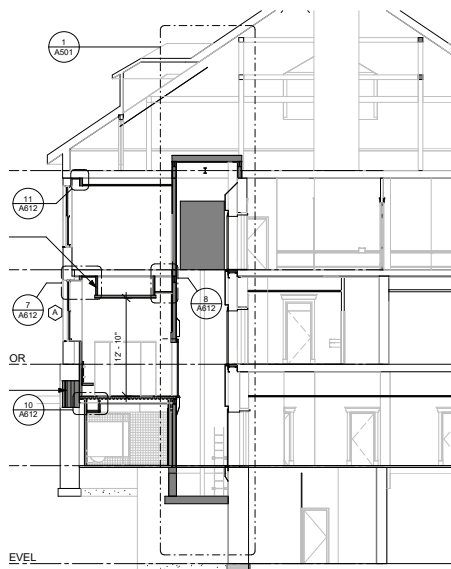


**Overview:** Edgerly Hall, built in 1909, is an historically important building and centerpiece of the FSU main quadrangle. Over a span of years, BIA has undertaken numerous phased renovation projects at Edgerly.

The initial two phases converted classrooms on the 3rd floor into faculty offices for the Mathematics and Computer Science Depts. New openings were made in existing masonry bearing walls to facilitate interconnections between offices. All new lighting, HVAC system, fire protection, alarms, and exterior windows were installed throughout the floor.

The third phase provides accessibility upgrades including a new elevator and restroom and entrance renovations.

**Client:** Fitchburg State University  
**Location:** Fitchburg, MA  
**Size:** 7,700 SF  
**Cost:** \$2.215 M



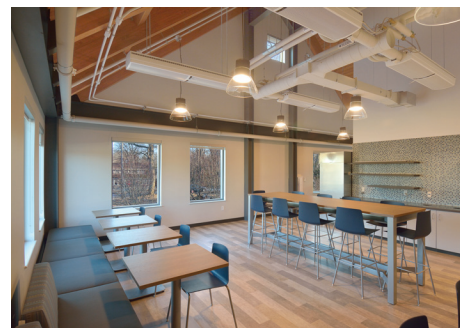
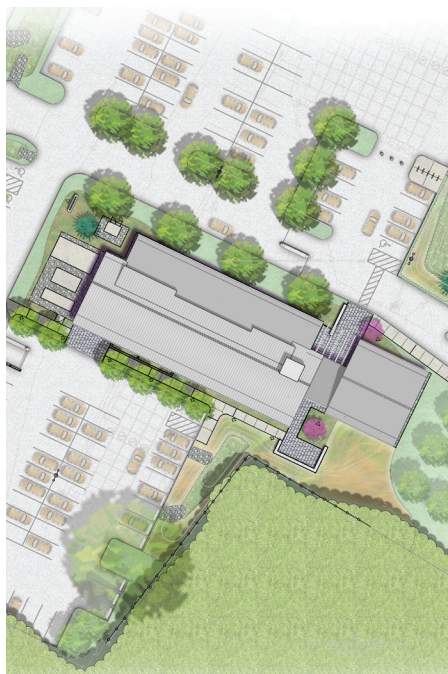


# Steamship Authority Administrative Offices



**Overview:** Recently completed as part of the 7-year long, phased reconstruction of the Woods Hole Ferry Terminal, this first project replaces the Steamship Authority's existing cramped offices above the existing industrial Woods Hole terminal building with new, purpose-built offices. The building is comprised of two main sections – a smaller 2-story public barn facing Palmer Avenue (containing SSA's meeting spaces), and a larger 3-story working barn behind (housing the SSA's administrative, operations, engineering and technology staff). The two barns are linked with a 2-story glass enclosed lobby that also serves as the building's public entrance.

**Client:** Steamship Authority  
**Location:** Falmouth, MA  
**Size:** 32,000 GSF  
**Cost:** \$12.7M



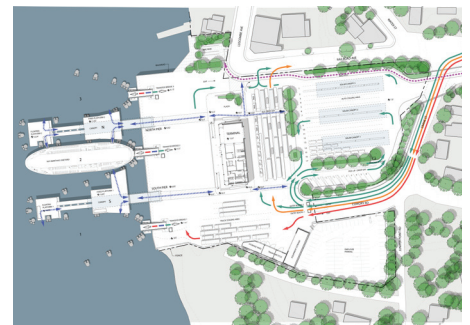
# Steamship Authority Ferry Terminal Reconstruction



**Overview:** Currently under construction, BIA developed a comprehensive plan to completely rebuild all landside and waterside components of the Woods Hole Ferry Terminal.

The project is currently moving forward with Phases 2-4 which include the complete reconstruction of the waterside bulkhead, passenger piers, and vessel berths. This will be followed in subsequent years with Phases 5 and 6, covering landside site and building construction of the new terminal and support buildings. The design of the project was preceded by three years of feasibility studies, environmental permitting, and the construction of a new administrative office building in nearby Falmouth, as well as a modular interim passenger terminal located on site.

**Client:** Steamship Authority  
**Location:** Woods Hole, MA  
**Cost:** \$70M over 6-1/2 years



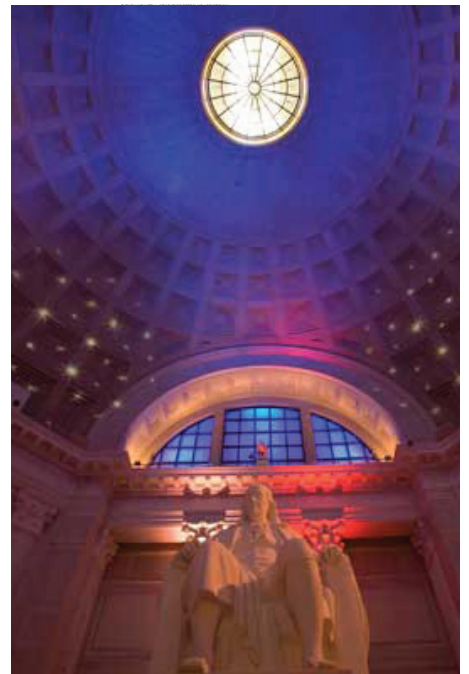
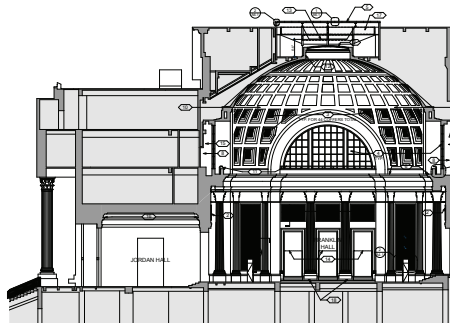
# Franklin & Jordan Hall Restoration



**Overview:** Franklin Hall - a national historic landmark located within the Franklin Institute science museum, was in disrepair with a host of issues threatening the important space.

The restored space has dramatically improved acoustic qualities for events and large groups of visitors, and features a programmable lighting system that transforms the space from a serene memorial to an engaging multimedia show about science and Benjamin Franklin's life. All of this was achieved with minimal impact on the architectural character of the historic landmark through close collaboration with Jablonski Building Conservation. The project won the Grand Jury Award from the Preservation Alliance for Greater Philadelphia.

- Client:** Franklin Institute
- Location:** Philadelphia, PA
- Size:** 10,000 SF
- Cost:** \$3.2M
- Design:** Lian Davis while at Verner Johnson



# Robbins Library



**Overview:** Facing the Town Hall across an Olmsted Brothers designed park, the library addition was planned in context with the original 1892 Library and the adjacent historic landscape. The built addition with its two story articulated windows overlooking the park is set into a new, lush landscaped edge that integrates it into the existing setting. Where it had previously turned its back on the park, Robbins Library now completes this important civic space and gives cohesion to Arlington Town Center.

In addition to restoring the spectacular Main Reading Room and domed entry foyer, the original library was renovated with new HVAC, electrical, lighting and fire protection systems. A new elevator and exterior ramp provide ADA/MAAB compliant access throughout the facility.

**Client:** Town of Arlington  
**Location:** Arlington, MA  
**Size:** 50,000 SF



# FSU Exercise & Sports Science Department



**Overview:** BIA designed the renovations and additions to convert an existing dilapidated 2-family residential building into academic office and research laboratory space for the Department of Exercise and Sports Science. The work was completed in phases over 2 years. The building exterior maintains the residential character and scale of the neighborhood. New office space, conference rooms and laboratory space provide needed program facilities, and a new 3-stop hydraulic elevator provides access to all floors. The building features a high-performance insulation package and a new ground source heat pump that provides a highly sustainable solution for heating and cooling.

**Client:** Fitchburg State University  
**Location:** Fitchburg, MA  
**Size:** 9,100 GSF  
**Cost:** \$1.9M



pre-existing condition

# Woonsocket Depot Archeological Resource Center



**Overview:** A complex exterior and interior renovation of the historic Woonsocket Depot to accommodate multiple functions and tenants including National Park Service offices, a visitor center, an archeological curation facility and a bus transit facility.

The c. 1882 Queen Anne style train depot is part of the Main Street Historic District in Woonsocket, which is listed in the National Register of Historic Places. Early phases of the project involved compiling historic data, analyzing paint samples, and working with the Rhode Island Historic Preservation and Heritage Commission to create a comprehensive report. This information was used to design a historically accurate exterior renovation including new roofing, stained glass and ocular window repair, ornamental brick/terra cotta repair, restoration of the clock tower, and new exterior lighting.



The archeological curation facility for the Rhode Island Department of Transportation is a specially designed, climate-controlled area allowing for the consolidation of artifacts from the state. The new Rhode Island Public Transit Authority facility provides a bus waiting room, restrooms and lobby on the ground level.

**Client:** RI Department of Transportation  
**Location:** Woonsocket, RI  
**Cost:** \$1.7M



# Zoo New England - Stone Zoo Welcome Plaza



**Overview:** The new Welcome Plaza for the 26-acre Stone Zoo provides guest services for individual and group admissions, information, stroller rentals, gift shop and restroom facilities. These entry accommodations are arrayed around a new landscaped plaza with painted steel and western red cedar pergolas fronting each of the new buildings.

The Welcome Plaza creates a sense of spatial enclosure and connection to diverse collection of animals and habitats to be experienced inside. The modular buildings are clad in thermally modified poplar wood, which blends effectively with the pergola materials and landscaped grounds of the zoo.

**Client:** Zoo New England  
**Location:** Stoneham, MA  
**Size:** 3,000 GSF  
**Cost:** \$1.7M



# Zoo New England - Asset Evaluation Study



**Overview:** Over a 4-month period, BIA performed a comprehensive survey and asset evaluation study for Zoo New England. During this process BIA documented and organized data on all 116 of the buildings, exhibits, and infrastructure elements of the Franklin Park Zoo and Stone Zoo, including asset evaluations, field inspections, cost modeling, and safety alerts.

The resulting report provided actionable recommendations that enabled Zoo New England to prioritize its funding for deferred maintenance and master plan projects. With BIA's assistance, ZNE utilized the study to secure funding through a MassWorks grant that has enabled the realization of the study's recommendations.

**Client:** Zoo New England  
**Location:** Stoneham & Boston, MA  
**Size:** 98 Acres  
**Cost:** \$51.2M





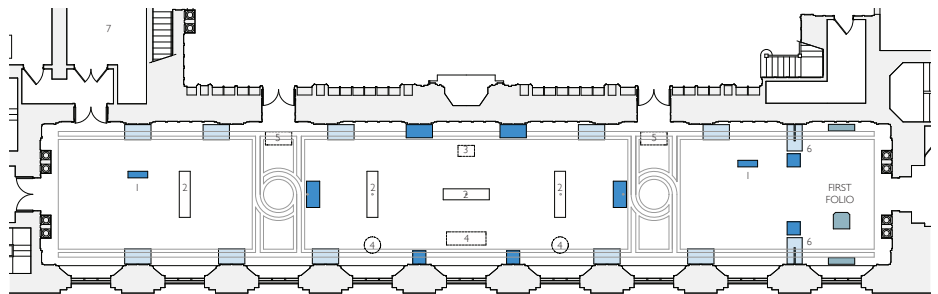
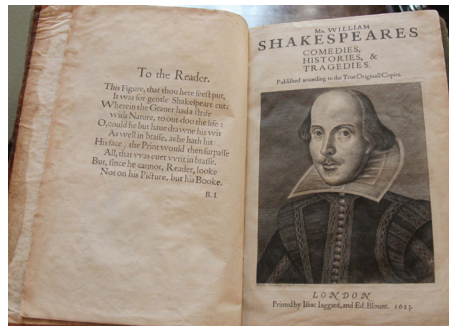
# Folger Shakespeare Library



**Overview:** The Folger Shakespeare Library is a unique institution with a mission combining scholarly research, performing arts, and education. The historic building houses countless rare and delicate books and artifacts, including one of the few remaining first folios of Shakespeare's work, dating to 1623.

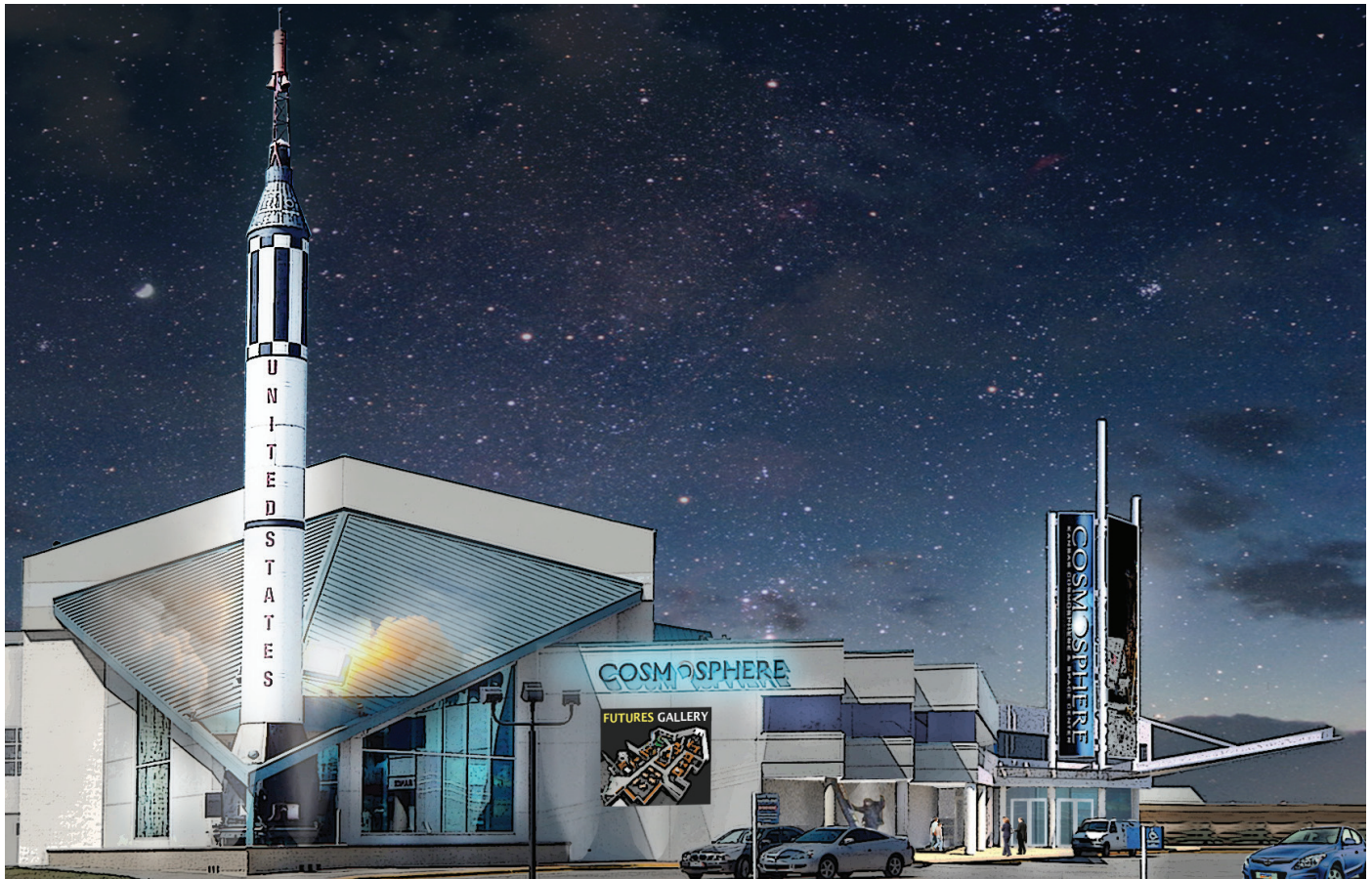
This visitor experience plan was developed to address numerous issues of the aging building. Foremost among these concerns was accessibility, given that the facility regularly hosts large events and theater performances and had no accessible public entry. Additionally, the need for environmental controls in both exhibit and curatorial spaces was a key challenge.

**Client:** Folger Shakespeare Library  
**Location:** Washington, DC  
**Size:** 60,000 GSF  
**Cost:** N/A  
**Design:** Lian Davis while at Verner Johnson



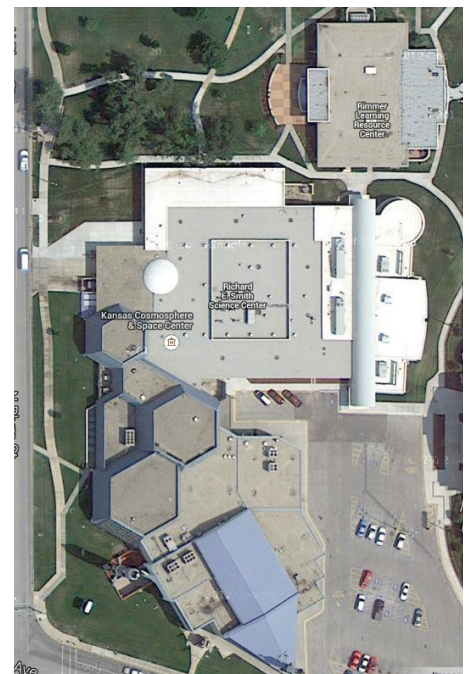
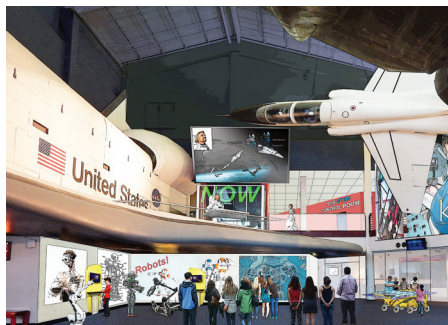
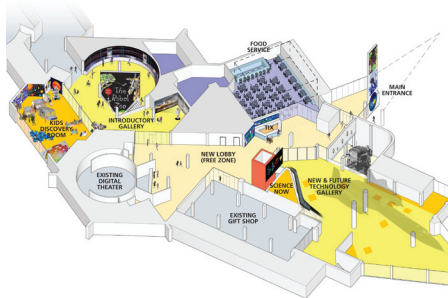
Great Hall - Exhibit Plan

# Cosmosphere SciEd Center & Space Museum



**Overview:** The Cosmosphere holds the largest collection of space artifacts outside of the Smithsonian, and pursues a unique mission of science education through their space camp programs.

Having expanded three times since its founding in 1962, the museum had significant accessibility and wayfinding issues. Initially approached by Cosmosphere about yet another expansion, through the master planning process the team realized that the revitalization goals could be achieved without expansion. A cost effective renovation solution transformed under-utilized spaces into engaging new exhibits while simultaneously addressing the most common complaint of museum visitors - difficult wayfinding.



**Client:** Cosmosphere SciEd Center  
**Location:** Hutchinson, KS  
**Size:** 105,000 SF  
**Cost:** \$15M  
**Design:** Lian Davis while at Verner Johnson

## Design Team

Our proposed multidisciplinary core design team is comprised of the following firms who have all worked together on previous projects entailing evaluation of existing facilities, feasibility studies and full design and construction phase services and bring complementary skills and talents to this project:

### **RSE Associates - Structural Engineering**

RSE Associates, Inc. was established in 2001 and has since expanded into a multidisciplinary international firm. With offices across the United States and in London, RSE has successfully completed award winning projects throughout America, Europe and Asia. The principals and engineers have extensive and diverse experience in complex and demanding projects. RSE provides the technical ability of a large international firm with the personal service of a small firm.

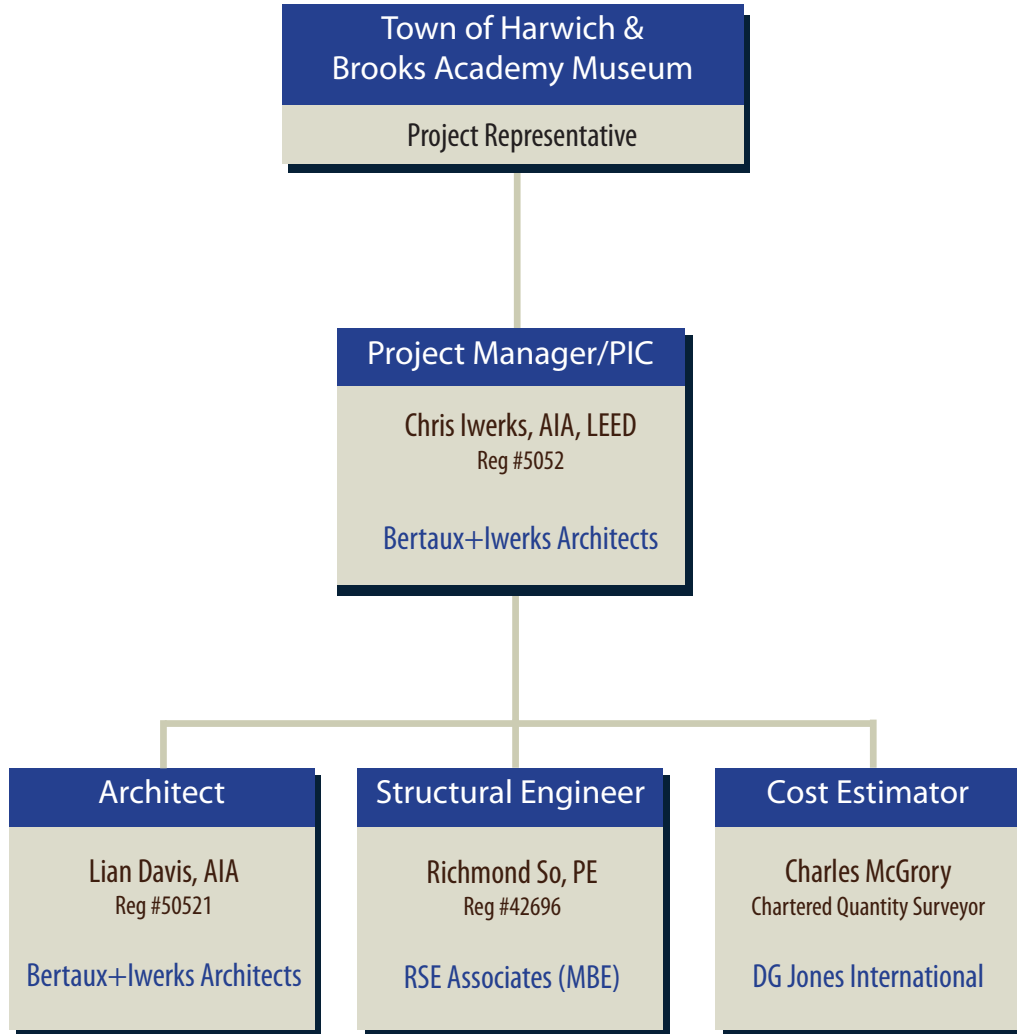
RSE has extensive experience in a wide range of project types including public/civic buildings and renovations and repairs. Recent relevant projects include:

- Silver Spring Town Square - Offices, Silver Spring, MD
- Davenport Central Fire Station - Renovation/Addition, Davenport, IA
- Franklin Regional County Transit Center - Offices, Greenfield, MA
- Topsfield Housing Authority - Renovation/Repairs, Topsfield, MA
- Boston Housing Authority Cathedral Development - Renovation, Boston, MA
- 313 Washington Street - Repairs, Newton, MA
- 18 Tremont Street - Restoration/Repairs, Boston, MA
- Franklin County Justice Center - Renovation/Addition, Greenfield, MA

### **DG Jones International - Cost Estimating**

DG Jones has a long working history with BIA. The firm provides Cost Estimating services during all phases of the construction design process as well as evaluation of Change Orders during construction. Effective cost control is at the forefront of the firm's priorities. A detailed and realistic framework for exercising this control is established at the outset and strict procedures set up and followed throughout the design and construction phases to ensure that the Client obtains value for money and that the costs are maintained within budget. An important element of the cost control process is giving advice as to the most appropriate and cost effective manner in which to procure construction work. The firm is well placed to provide sound advice in this regard with its extensive experience of the various forms of contract and procurement procedures. All of DG Jones' projects are assigned a Project Cost Consultant who reports to the Principal-In-Charge on a daily basis.

# Design Team Organization



# Resumes

## Chris Iwerks, AIA, LEED, Principal

Bertaux+Iwerks Architects

Chris Iwerks is a co-founder and principal of Bertaux + Iwerks Architects with over 40 years of experience as an architectural practice and design leader. Over his career, Mr. Iwerks has advanced outcome-driven methodologies to help clients and user groups articulate essential goals and explore innovative design solutions. His collaborative approach has been applied to a wide variety of project types, encompassing architecture, marine environment design, experience design, environmental graphics, master planning, software design, and the creation of outcome-centered methodologies to aid in decision-making.

Chris Iwerks' portfolio includes nationally recognized projects for civic institutions, transportation, education, and research. His efforts have been recognized nationally and locally for design excellence, including receipt of the highest architectural achievement in Boston—the Harleston Parker Medal for “the most beautiful building in Boston”—awarded for the design of Vent Building No. 7 at Logan International Airport.

As an educator, Chris Iwerks has taught design studios at the Boston Architectural College, Rhode Island School of Design, and Harvard Graduate School of Design.

Professionally, Chris Iwerks has served on the Board of the Boston Society of Architects, and was elected to terms as the BSA Commissioner of Design and the Honors and Awards Committee. He also co-chaired the BSA Executive Director search in 2012.

**Registration** Massachusetts #5052  
New Hampshire, Maine, and Rhode Island  
NCARB Certification  
LEED Accredited Professional

**Education** Harvard University Graduate School of Design, Master of Architecture, 1979  
Cal Poly College of Architecture and Environmental Design, BS Architecture, 1976

**Faculty Positions** Harvard Graduate School of Design, Urban Design Studio, 1985-1986  
Harvard Graduate School of Design, Architectural Core Design, 1984-1985  
Rhode Island School of Design, Architecture Design Studios, 1981-1983  
Boston Architectural Center, Architectural Design Studio, 1980

## Chris Iwerks, AIA, LEED, Principal

Bertaux+Iwerks Architects

### Affiliations

AIA – American Institute of Architects since 1993

BSA – Boston Society of Architects since 1993

Commissioner of Design 2011

Chair of Executive Director Search Committee 2010

Moderator of “Exploring Design” Lecture Series at BPL 2009

Nominating Committee 2007-2009 (Chair 2009)

Honors and Awards Committee 1999-2001

Harleston Parker Jury 1997

### Relevant Experience

- Woods Hole Ferry Terminal Feasibility Study, Woods Hole, MA
- Steamship Authority New Administration Offices, Falmouth, MA
- Woods Hole Temporary Ferry Terminal Phase 1, Woods Hole, MA
- Woods Hole Ferry Terminal Reconstruction Phases 2-4, Woods Hole, MA
- Woods Hole Ferry Terminal Reconstruction Phases 5-6, Woods Hole, MA
- Zoo New England – Stone Zoo new Entrance, Stoneham, MA
- Zoo New England Facilities Assessment, Boston, MA
- Zoo New England Capital Re-Development Program, Boston, MA
- New England Aquarium, 2007 Exhibit Master Plan, Boston, MA
- New England Aquarium, East Wing Expansion, Boston, MA
- New England Aquarium, 2000 Master Plan, Boston, MA
- Woonsocket Depot Archeological Resource Center, Woonsocket, RI
- Ottawa Embassy (US) Renovations, Ottawa, Canada
- Suffolk County Courthouse Studies, Suffolk County, MA
- MBTA Norwood Station - historic restoration, Norwood, MA
- MBTA System-wide Wayfinding Project – redesign of entire 280-station wayfinding signage system
- MBTA Pilot Projects for new Wayfinding System: Government Center Station, Science Park Station, Wonderland Station, Orient Height Station, & South Weymouth CR Station
- South Station Transportation Center Air-rights/Bus Terminal Expansion, MBTA Boston, MA
- Westport Commuter Rail Station Upgrades, CONNDOT, Westport, CT
- Carnegie Mellon University East Campus Expansion, Pittsburgh, AP
- Temple University Paley Library, Renovation & Expansion, Philadelphia, PA
- Forsyth Institute Laboratory Expansion Project, Boston, MA
- Harbor Islands Pavilion Project, Boston, MA
- University Cork College Boole Library Expansion, Cork, Ireland

# Resumes

## Lian Davis, AIA, Senior Associate

Bertaux+Iwerks Architects

Lian Davis is a registered architect and graduate of the Boston Architectural College. With 12 years of experience, Lian has worked on a diverse mix of cultural and institutional projects throughout the US. In addition to his extensive cultural experience, Lian's most recent work has been focused on complex transportation and waterfront infrastructure projects. As Project Architect for the Woods Hole Ferry Terminal Reconstruction project, Lian has developed considerable experience with resilient design and commercial waterfront construction. Thus far in his career, Lian has pursued demanding and complex projects while placing an emphasis on design, sustainability, and materiality in architecture. Having led numerous design and consultant teams through all phases of planning, design, and construction administration, Lian has a comprehensive understanding of what it takes to make each project a success while often meeting challenging budget, schedule, and design constraints.

<b>Registration</b>	Massachusetts #50521 NCARB Certification 212253
<b>Education</b>	Boston Architectural College, Master of Architecture 2011 Boston Architectural College, Bachelor of Design 2009, Valedictorian
<b>Affiliations</b>	AIA – American Institute of Architects BSA – Boston Society of Architects

### Relevant Experience

- Woods Hole Temporary Ferry Terminal Phase 1, Woods Hole, MA
- Woods Hole Ferry Terminal Reconstruction Phases 2-4, Woods Hole, MA
- Woods Hole Ferry Terminal Reconstruction Phases 5-6, Woods Hole, MA
- Iron Workers Local 7 Headquarters Expansion, Boston, MA
- New England Aquarium - Visitor Experience Master Plan, Boston, MA
- Cosmosphere SciEd Center – Master Plan, Renovation / Expansion, Hutchinson, KS
- Museum at Prairiefire, AMNH Affiliate, Overland Park, KS
- Discovery Park of America, Union City, TN
- Flint Hills Discovery Center, Manhattan, KS
- Franklin Institute – Franklin Hall Restoration, Philadelphia, PA
- MIT Museum - Learning Lab, Cambridge, MA
- MIT Museum - Exhibit Renovations, Cambridge, MA
- Folger Shakespeare Library Master Plan, Washington DC
- Louisiana Art & Science Museum Master Plan, Baton Rouge, LA
- Tampa Bay History Center, Tampa, FL
- Wellesley Historical Society Master Plan, Wellesley, MA
- Frick Art and Historical Center Campus Master Plan, Pittsburgh, PA

## Richmond So, PE, Principal

RSE Associates

Richmond So is a structural engineer with over 30 years of experience in design project management, structural engineering design, analysis and construction administration. Richmond has extensive experience in the design and project administration of a wide range of building project types, including museums, universities, schools, high rises, commercial developments and residential buildings. He is also an expert in historic restorations and structural investigations. Richmond's particular strength is his ability to focus on the underlying engineering issues in order to provide a design that is sensitive to owner requirements, architecture, building services as well as cost effectiveness and ease of construction. He is familiar with design in structural steel, reinforced concrete, masonry, timber and composite materials.

Prior to establishing RSE Associates, Inc. in 2001, Richmond established and managed Arup's Boston office. Arup is a prominent international engineering firm responsible for some of the most innovative and prestigious buildings in the world. Richmond has worked in the New York and Hong Kong offices of Arup. He has also worked in Ottawa, Ontario where he managed the structural design department of a small structural engineering firm.

**Registration** MA, ME, NH, MD, VT, CO, RI, NC, SC, KY, MT, NY, VA, Ontario  
Chartered Engineer: United Kingdom, Hong Kong  
Massachusetts #42696

**Education** BSc (Hons), Civil Engineering, University of Birmingham, United Kingdom, 1986

**Publications** The Arup Journal, 1998 - Structural Engineering of the Manshantucket Pequot Museum and Research Center, Ledyard, CT  
The Arup Journal, 1999 - Structural Engineering of the Renovation and Addition to the Whitney Museum of American Art, New York, NY

**Academics** Harvard Graduate School of Design Thesis Critic  
Massachusetts College of Art Guest Lecturer

**Service** 2008 Boston Society of Architects, Harleston Parker Medal Juror



## Resumes

### Charles E. McGrory, President

D G Jones International, Inc., Boston

Charles McGrory has extensive experience in monitoring the financial aspects of construction projects through the construction phase, e.g. approving monthly payments to the contractor, negotiating and agreeing change orders, updating costs for project to ensure the bid amount is not exceeded, preparing and updating cash flow forecasts, and negotiating and agreeing final payment to the contractor.

Also experienced in monitoring construction projects during the construction phase on behalf of owners or lending institutions to ensure correct amounts are disbursed to the contractor.

**Education:** 12 years Junior and High School (UK equivalent)  
4 years Glasgow College of Building

**Registration:** Fellow of the Royal Institution of Chartered Surveyors  
(Elected Fellow 1983)

#### Professional

**Background:** 49 years experience in providing cost consultancy/cost estimating services (including the United Kingdom and United Arab Emirates)  
Prepared cost estimates for projects from Conceptual Stage through to Construction Documents.  
Samples of types of projects where cost estimating has been provided are:  
Marine Works  
Laboratories  
Transportation  
Institutional, e.g. courts, libraries, police, banks, prisons, etc.  
Educational  
Industrial  
Sports/Recreational  
Telecommunications and Broadcasting  
Pharmaceutical/Bio-Technology  
Military  
Prisons  
Hospitals and Health Care  
Residential both low and high rise  
Commercial, e.g. offices, malls, stores, etc.  
Hotel and Leisure

# Project Approach

## Key Issues

Based on our current understanding, the following are key issues we see to be addressed in this concept design. Additionally, we anticipate the Outcome-Driven design process will generate additional outcomes through discussion with Brooks Academy Museum stakeholders.

## Chapter 149 - Public Bid Process

Bertaux and Iwerks have completed numerous projects under the Commonwealth's Chapter 149 provisions. We understand the implications of filed subbid construction and we tailor our construction documents so that subbid scopes are clear and unambiguous. The following partial list of Chapter 149 projects were executed under the leadership of Bertaux or Iwerks.

## Chapter 149 Projects Performance Record

Project Name	Location	Client	Occupied	Size	Schedule			Cost			Client Objectives Satisfied
					SF	Start	Complete	Mo. Dur.	Budget	Bid	
General Office Building	Falmouth, MA	Steamship Authority	N	33,000	Oct 16	Jan 18	15	\$ 12,930,629	\$ 12,687,000	-2%	Ready to enable Phase 2 terminal project to commence on 2/2018
Temporary Ferry Terminal	Woods Hole, MA	Steamship Authority	Y	3,700	Nov 16	Jun 16	7	\$ 3,128,000	\$ 2,591,182	-17%	Ready to enable Phase 2 terminal project to commence on 2/2018
South Station Restroom Renovations	Boston, MA	MBTA/Avison Young	Y	1,900	Feb 15	Dec 15	11	\$ 249,864	\$ 271,997	9%	Improve visual appeal of restrooms while maintaining operations
Conlon Hall Elevator	Fitchburg, MA	Fitchburg State University	Y	1,500	Apr 16	Sept 16	5	\$ 353,650	\$ 394,350	12%	Improved, secure elevator access along with a fully compliant bathroom additions
Conlon Hall Phase 3 - Computer Lab	Fitchburg, MA	Fitchburg State University	Y	7,150	May 14	Sept 14	4	\$ 1,150,000	\$ 1,290,000	12%	Upgraded classrooms and studio spaces to create a high quality environment for the program
Conlon Hall Phase 2 - Forensics & Repairs	Fitchburg, MA	Fitchburg State University	Y	NA	Nov 13	Dec 13	1	\$ 51,500	\$ 59,500	16%	Investigated, diagnosed and repaired extensive leaks caused by failed through-wall flashin.
Conlon Hall Phase 2 - Game Design Program	Fitchburg, MA	Fitchburg State University	Y	21,660	May 13	Sept 13	4	\$ 2,767,500	\$ 2,920,000	6%	Fast paced design and construction delivered space for entire new degree program
Conlon Hall Phase 2 - Roof Replacement	Fitchburg, MA	Fitchburg State University	Y	50,750	Feb 12	Apr 12	2	\$ 952,000	\$ 973,000	2%	New TPO membrane with tapered rigid insulation corrected ponding and leaks
Conlon Hall Phase 1 - Lobby/Lounge Renovation	Fitchburg, MA	Fitchburg State University	Y	2,200	May 11	Sept 11	4	\$ 376,900	\$ 387,000	3%	Renovated entry lounges established new identity for the Communication Media Dept.
Edgerly Hall Phase 2 - Computer Dept.	Fitchburg, MA	Fitchburg State University	Y	2,340	May 12	Sept 12	4	\$ 389,700	\$ 327,000	-16%	Provided fully renovated office space for Computer Science faculty
Edgerly Hall Phase 1 - Renovations	Fitchburg, MA	Fitchburg State University	Y	6,600	Dec 09	Apr 10	4	\$ 1,048,000	\$ 820,000	-22%	Provided fully renovated office space for Mathematics Dept. faculty
156 North Street Renovation Phase 2	Fitchburg, MA	Fitchburg State University	Y	2,260	May 12	Aug 12	3	\$ 384,100	\$ 400,000	4%	Added laboratory and conference space as Phase 2 Work
155 North Street Renovation Phase 1	Fitchburg, MA	Fitchburg State University	N	8,350	Feb 10	Sept 10	7	\$ 1,727,900	\$ 1,600,000	-7%	Added faculty office space for Exercise Science faculty
Saunders Hall Roof Replacement	Fitchburg, MA	Fitchburg State University	Y	16,000	Aug 08	Oct 08	2	\$ 260,000	\$ 268,000	3%	Corrected leaking roof
Anthony Hal Roof Replacement	Fitchburg, MA	Fitchburg State University	Y	14,000	May 09	July 09	2	\$ 264,100	\$ 238,000	-10%	Renovated space to incorporate expanded staff in university development program
McKay Hal Roof Replacement	Fitchburg, MA	Fitchburg State University	Y	35,000	May 08	Aug 08	3	\$ 385,000	\$ 390,000	1%	Corrected leaking roof
Canton Campus Roof Replacement	Canton, MA	Massasoit Community College	Y	77,708	Dec 11	Apr 12	5	\$ 1,741,632	\$ 1,635,000	-6%	Corrected leaking roof
North Campus Parking Garage	Lowell, MA	Umass Lowell	N	178,600	Nov 11	Oct 12	11	\$ 15,973,081	\$ 14,209,220	-11%	Achieved major relief to parking shortage and created a campus icon
UMMC Cogen Expansion	Worcester, MA	Umass Medical Center	Y	75,000	Jan 10	Oct 12	20	\$ 37,570,289	\$ 37,570,289	0%	Skanska CM process, No interruptions during construction, successful completion

OL

Bertaux + Iwerks Architects developed a concise digital interface for assessing all accessibility compliance issues for MIT's existing facilities on campus. The At-A-Glance tool tracks:

- 12 Primary Accessibility Areas
- Detailed Elements within the Areas
- State MAAB and Federal ADA Regulations
- Physical location of element
- Compliance issues observed
- Compliance remedies
- Document reference
- Quantity and size data for developing cost estimates by component.

# Project Approach

## Accessibility - 521 CMR

We understand how important accessibility is to historical societies such as the Brooks Academy Museum, as the very nature of your beloved historic building can be a barrier to visitors' ability to be welcomed and engaged. As evidenced in our relevant experience, we have performed numerous accessibility renovations within historic structures, many of which have included elevator and lift retrofits. This experience has given us an intimate understanding of the challenges and opportunities inherent with this type of work.

We have developed a tool for documenting accessibility issues, referenced to 521 CMR and ADA 2010, potential remedies, quantities, and costs.

LDING 24

MIT Building 35

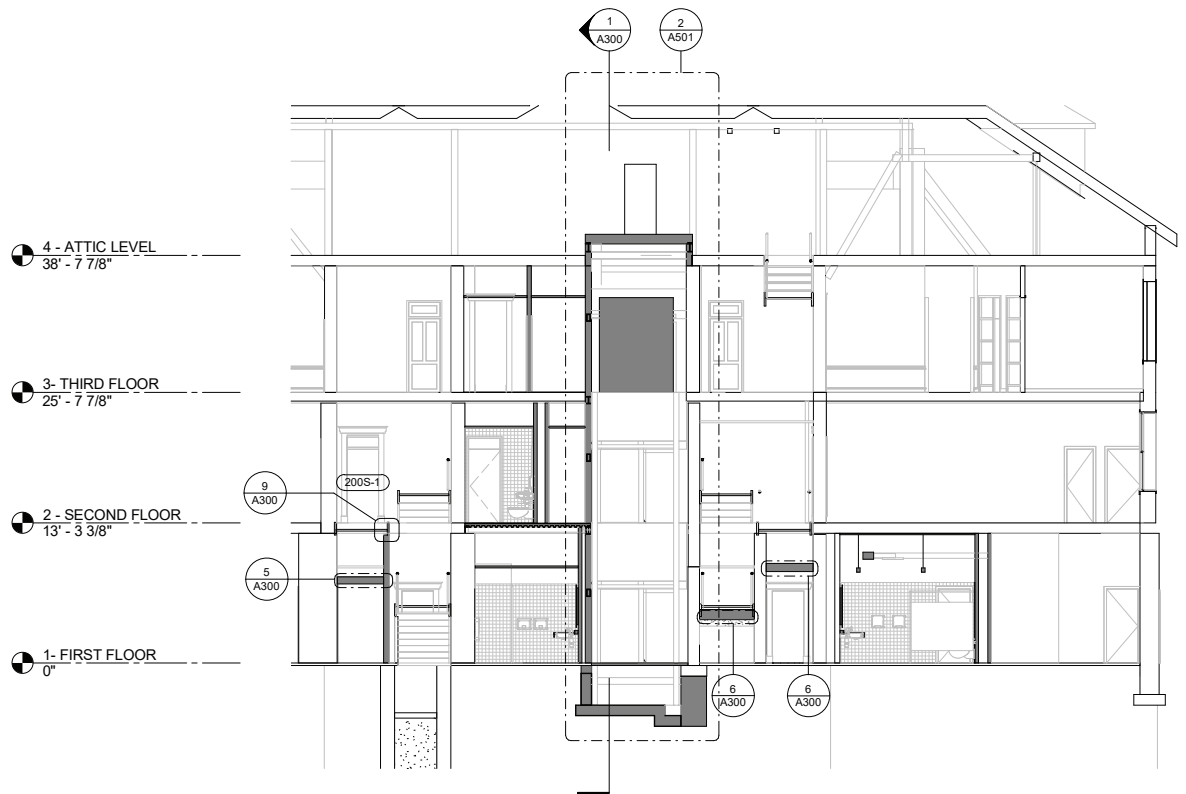
### At-A-Glance Accessibility Compliance Evaluation Tool

NO	ELEMENT	521 CMR	ADA 2010	LEVEL	COMPLIANCE ISSUES	REMEDIES	REF	QUAN	UNIT	UNIT COST	COST	SUBTOTAL
<b>1.0 EXTERIOR ENTRY</b>												<b>\$10,000</b>
1.1	North entry path of travel	20.2, 22	403, 405	G	Sidewalk exceeds 1:48 cross slope	Remove existing sidewalk and driveway; regrade to meet slope criteria	A1.1	1	LS	\$4,000	\$4,000	
1.2	South entry path of travel	20.2, 22	403, 405	G	Not observable due to construction	TBD	A1.2	1	LS	\$0	\$0	
1.3	North entry door	26.0	404	G	Door hardware; threshold; signage			1	EA	\$3,000	\$3,000	
1.4	South entry door	26.0	404	G	Door hardware; threshold; signage			1	EA	\$3,000	\$3,000	
<b>2.0 INTERIOR ACCESSIBLE ROUTE - HORIZONTAL</b>												<b>\$20,400</b>
2.1	Projecting objects	20.6	307	G	Fan drives - 6.5"; elec panel - 6.25"; 2 hose cabs - 6.5"; FA/Vesda panels - 9"	Add tap rail to 27" high	A2.1	5	EA	\$1,200	\$6,000	
				1	Folding table - 24"; FA panel - 6.5"; elec panel - 6.25"	Add tap rail to 27" high	A2.1	3	EA	\$1,200	\$3,600	
				2	Elec panel - 6.25"	Add tap rail to 27" high	A2.1	1	EA	\$1,200	\$1,200	
				3	Elec panel - 6.25"	Add tap rail to 27" high	A2.1	1	EA	\$1,200	\$1,200	
				4	3 Elec panels - 6.25"	Add tap rail to 27" high	A2.1	3	EA	\$1,200	\$3,600	
				5	Elec panels - 6.25"	Add tap rail to 27" high	A2.1	1	EA	\$1,200	\$1,200	
				6	2 Elec panels - 6.25"; elec panel - 5"	Add tap rail to 27" high	A2.1	3	EA	\$1,200	\$3,600	
<b>3.0 INTERIOR ACCESSIBLE ROUTE - STAIRS</b>												<b>\$216,000</b>
3.1	Stair 1 deficiencies	27.00	504	G-5	Handrails too low (32"); required handrail extensions missing; stair nosing shape	Replace handrails with compliant configurations, seek variance on stair nosings		10	EA	\$5,000	\$50,000	
				G-6	Inside handrails not continuous	Modify railings to achieve continuous railing		12	EA	\$3,000	\$36,000	
				6	Handrails too low (32"); required handrail extensions missing; stair nosing shape, open risers not permitted	Replace handrails with compliant configurations, seek variance on stair nosings; renovate risers per sketch referenced		2	EA	\$5,000	\$10,000	
3.2	Stair 2 deficiencies	27.00	504	G-6	Handrails too low (32"); required handrail extensions missing; stair nosing shape	Replace handrails with compliant configurations, seek variance on stair nosings		12	EA	\$5,000	\$60,000	
				G-6	Inside handrails not continuous	Modify railings to achieve continuous railing		12	EA	\$5,000	\$60,000	
				3	push side is recessed 6.5" - only 6" allowed	seek variance						
<b>ELEVATORS</b>												<b>\$0</b>
4.1	taux + iwerks architects	28.0	407	G							\$0	
				1							\$0	
											\$0	

# Project Approach

## Elevators in Historic Buildings

Having retrofitted elevators into many historic buildings, we have experience with the possible challenges and pitfalls associated with both construction and regulatory requirements. One notable consideration is the MAAB trigger that requires a facility to have a fully accessible bathroom once an elevator is installed.



Elevator insertion into Edgerly Hall, FSU



Elevator insertion into Sports Science Dept. Building, FSU

## Project Approach

### Basement Construction - Cape Cod High Water Table

Our recent experience constructing a large basement for the Steamship Authority's new general office building gives us direct insights into below grade design and construction near Cape Cod's waterfront. Given the Brooks Academy Museum's storage needs, we know how to cost effectively execute this type of construction while addressing high water table and foundation perimeter water management issues.



### Visible Collection Storage

It is clear that improving the Brooks Academy Museum's storage capabilities is a key need. Our objective will be to address this need in creative ways that maximize the effectiveness while enhancing staff and visitor delight in your facility. One possible avenue of exploration is visible collection storage, which can be an engaging way to show visitors a "behind the scenes" look at your important archive. Numerous strategies can be employed for cataloging and organizing your collection into functionally yet visibly interesting storage displays.



# Project Approach

## Repairs and Historic Restoration

Our team has experience with the unique construction challenges associated with historic buildings. In addition to reviewing the 1999 Conservation Assessment and related existing documents, we will bring our own expertise in historic preservation work. Our goal is to design solutions that are appropriate to both the architectural character of the Brooks Academy Museum while considering the requirements of potential funding sources.



Robbins Library



FSU - 155 North Building



FSU - Edgerly Hall Renovation

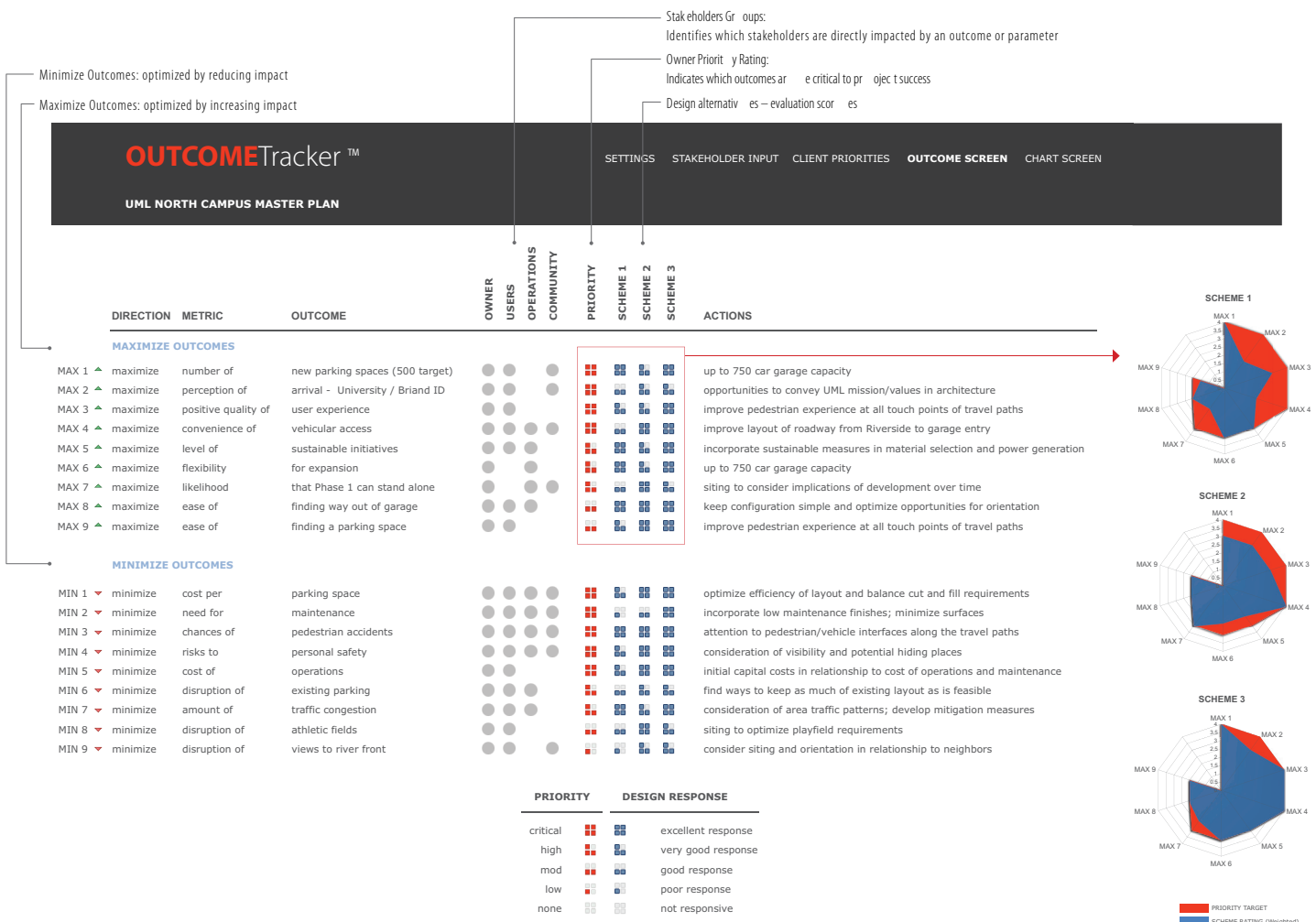
# Project Approach

## Process

We tailor our services to meet each client's unique mission and needs. The following outline is the process we anticipate as best suited to the Brooks Academy Museum's needs.

## Kickoff Meeting

The first step in the process is to sit down with stakeholders to learn about your needs, goals and objectives. We will be particularly interested in understanding the outcomes that you as a group feel are critical to success. Our Outcome-Driven design process will be introduced to show how we structure decision-making around the Brooks Academy Museum's unique criteria.



# Project Approach

## Existing Facility Evaluation

We will begin our design process with a thorough review of all existing documentation on hand, as well as a targeted evaluation of the facility as it pertains to the concept design scope. Included in this evaluation, we anticipate the following assessments:

### Functional Assessment

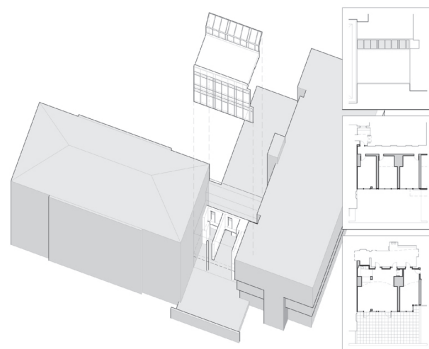
Evaluation of the potential “fit” between the existing facility, program, and desired outcomes discussed with Brooks Academy Museum stakeholders.

### Code Assessment

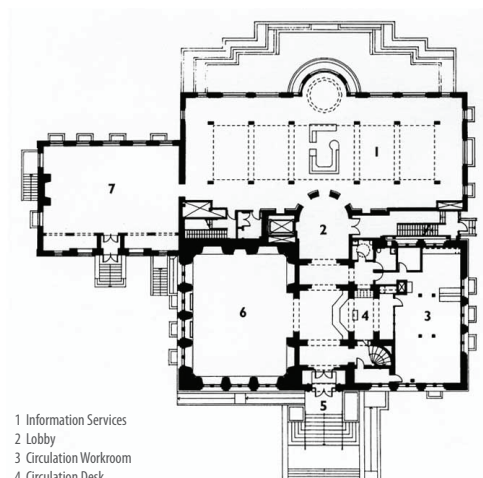
Evaluation of existing building and site for compliance with applicable life safety building codes and accessibility standards.

### Historical Building Assessment

Prepare an assessment which includes the Secretary of the Interior’s Standards for the preservation of National Landmark status buildings.



Paine Music Building Expansion, Harvard University: New brick planting wall facilitates the grade transition to allow for universal access at main entry.



- 1 Information Services
- 2 Lobby
- 3 Circulation Workroom
- 4 Circulation Desk
- 5 Main Entrance
- 6 Reading Room
- 7 Fiction



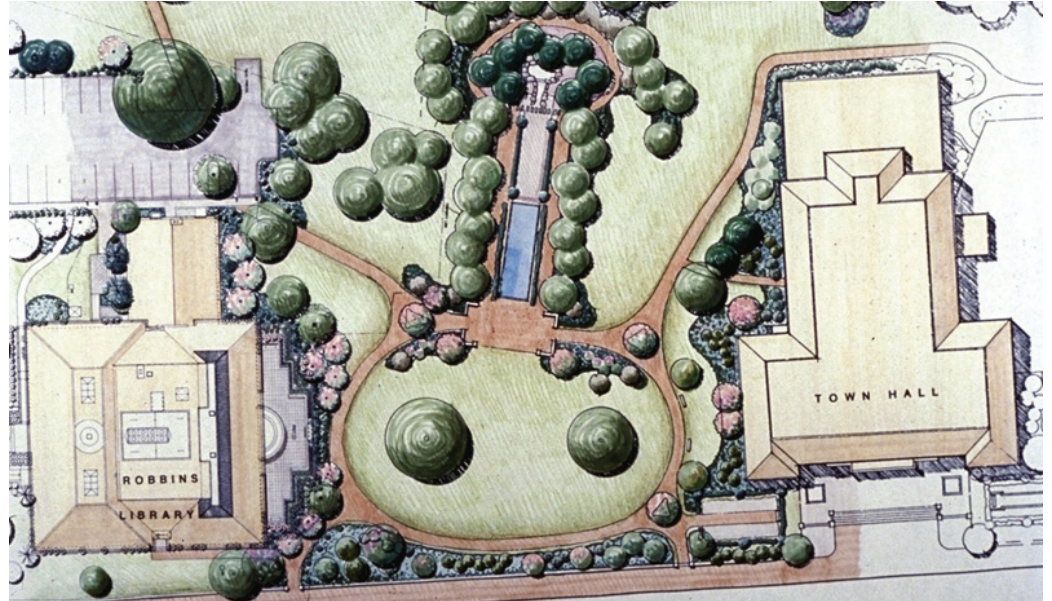
Robbins Library, Arlington MA: New exterior access ramp integrated with historic front entry to library; interior expansion includes strategically located elevator and stairs to accommodate differential floor heights between existing floors and new addition.



# Project Approach

## Concept Design

Our design team looks to uncover solutions that are responsive, constructable, affordable, sustainable and long lasting. We typically investigate several options or approaches in order to reveal important opportunities and constraints.



Robbins Library Concept Plan - Arlington, MA

## Evaluation of Options

We use OutcomeTracker to help distill the pros and cons of each option in comparison to Brooks Academy Museum’s priorities and stated “desired outcomes” gathered earlier. We will aid in weighing the pros and cons and determining the best value option to act upon. The process is clear and transparent, and is an excellent way to navigate the decision-making process in an inclusive and consensus building way.

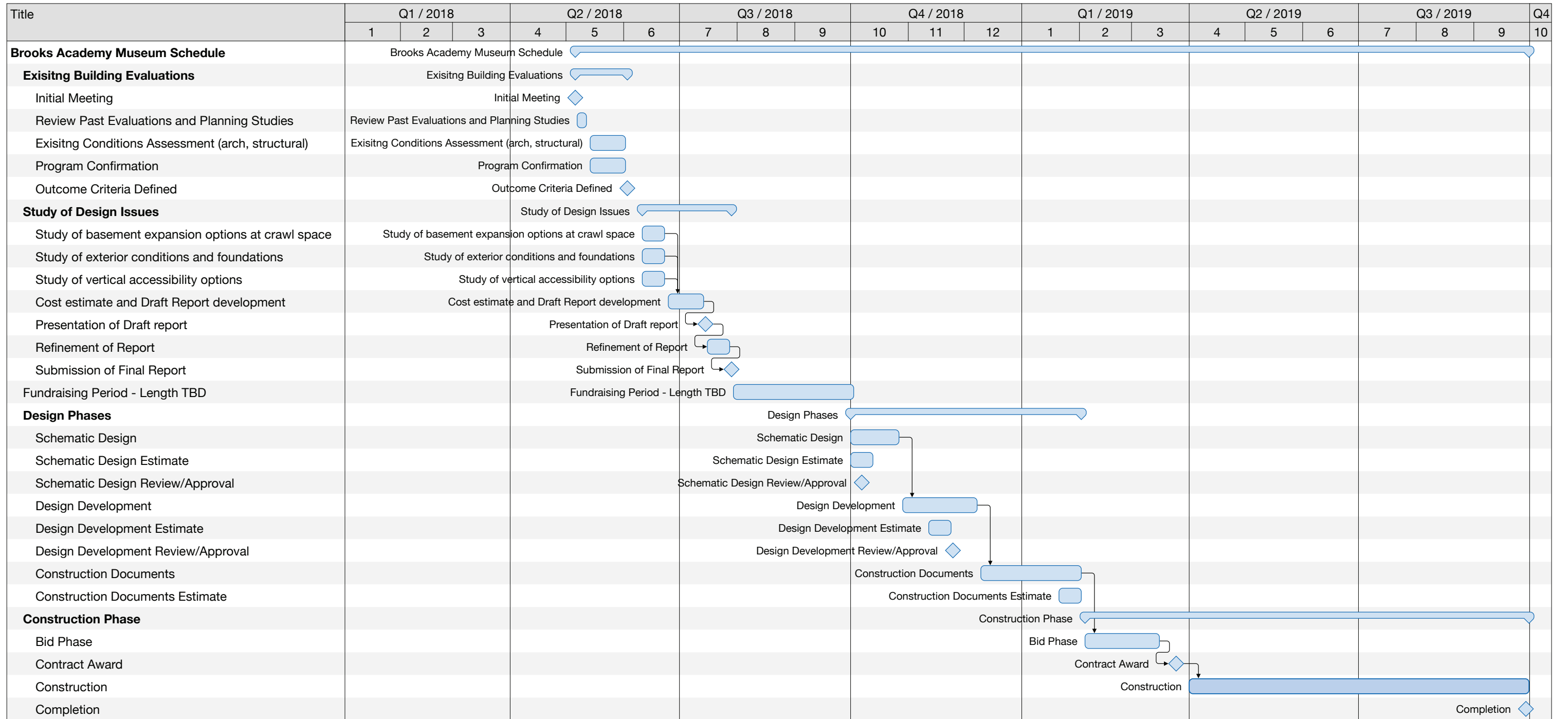
## Concept Design Report

Once a clear consensus has been reached, BIA will document the process as well as the recommended concept in a design report. The report will also yield specific project requirements in the form of refined quantitative and qualitative design parameters. *Deliverables: Conceptual Plans, Outline Specifications, Cost Estimate, Code Report*

## Schedule

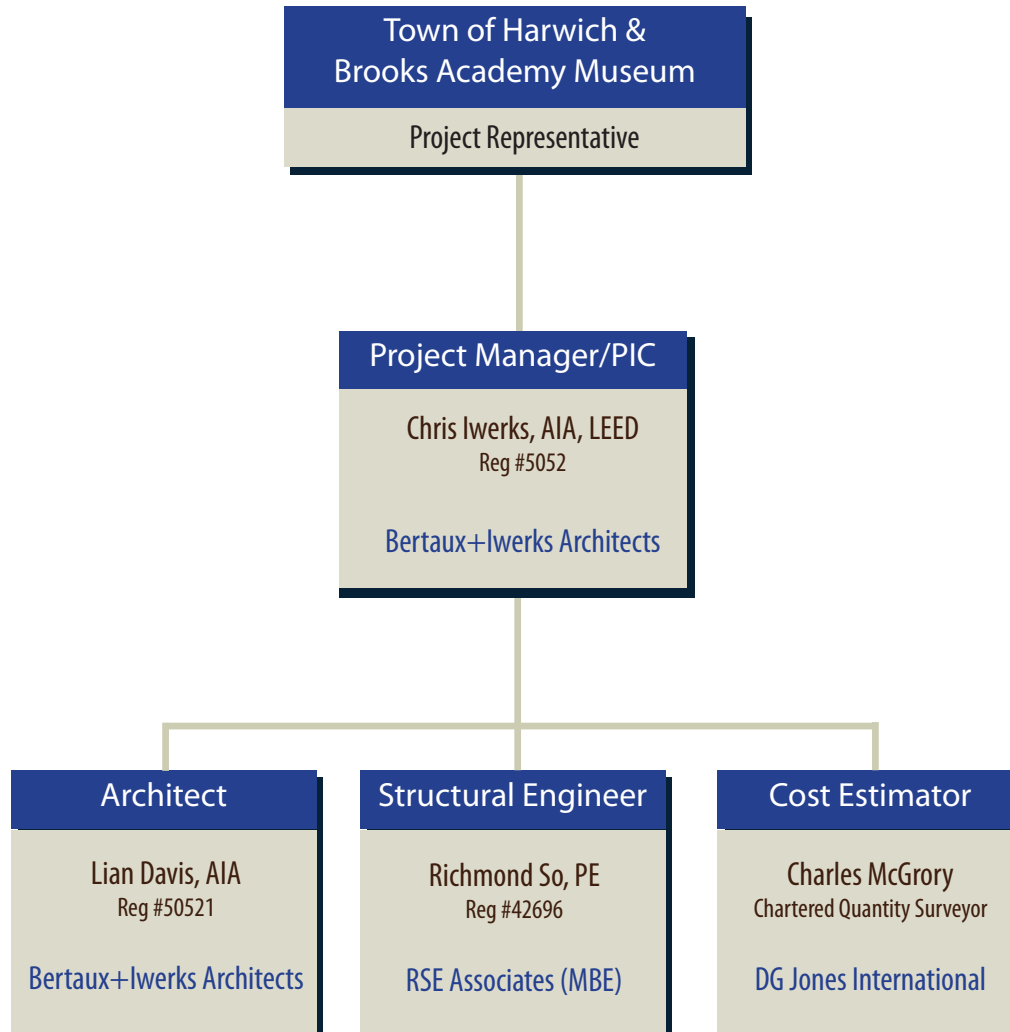
We anticipate a 3-month total schedule to complete the concept design process. This schedule anticipates decisions will be made with reasonable promptness. (See next page for fold-out Schedule).

# Schedule



Commonwealth of Massachusetts DSB Application Form Municipalities and Public Agen- cies not within DSB (Updated July 2016)	1. Project Name/Location for Which Firm is Filing:  <b>Architectural Services for the Brooks Academy Museum</b>	2. Project #   NA  This space for use by Awarding Authority Only																																																																																																												
3a. Firm (Or Joint Venture) - Name and Address of Primary Office to Perform the Work: <b>bertaux + iwerks architects</b> 118 South Street, 4th Floor Boston, MA 02111	3e. Name of Proposed Project Manager: For Study:   (if applicable) Chris Iwerks, AIA, LEED For Design:  (if applicable) Chris Iwerks, AIA, LEED																																																																																																													
3b. Date Present and Predecessor Firms Were Established:  Present firm:  June 2006 Predecessor:  Bertaux + Partners Architects - August 2004	3f. Name and Address of Other Participating Offices of the Prime Applicant, if Different from Item 3a Above:  NA																																																																																																													
3c. Federal ID#:  86-1169274	3g. Name and Address of Parent Company, If Any:  NA																																																																																																													
3d. Name and Title of Principal-In-Charge of the Project (MA Registration Required):  Chris Iwerks, AIA, LEED  MA Reg # 5052  Email Address: ciwerks@bi-arch.com  Telephone No:       (617) 423-6500                Fax No:       (617) 423-6502	3h. Check Below if your Firm is Either (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Business Enterprise (M/WBE) <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>																																																																																																													
4. Personnel From Prime Firm Included in Question #3a Above By Discipline (List Each Person Only Once, By Primary Function - Average Number of Employed Throughout the Preceding 6 Month Period. Indicate Both the Total Number in Each Discipline and, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																																																														
<table style="width:100%; border: none;"> <tr> <td style="width:33%;">Admin. Personnel</td><td style="width:10%; text-align: right;">1</td><td style="width:10%; border-bottom: 1px solid black;"></td><td style="width:33%;">Ecologists</td><td style="width:10%; text-align: right;">_____</td><td style="width:10%; border-bottom: 1px solid black;">_____</td><td style="width:33%;">Licensed Site Profs.</td><td style="width:10%; text-align: right;">_____</td><td style="width:10%; border-bottom: 1px solid black;">_____</td><td style="width:33%;">Other</td><td style="width:10%; text-align: right;">_____</td><td style="width:10%; border-bottom: 1px solid black;">_____</td></tr> <tr> <td>Architects</td><td style="text-align: right;">4</td><td style="border-bottom: 1px solid black;">(4)</td><td>Electrical Engineers</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td>Mechanical Engineers</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td></td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr> <td>Acoustical Engineers</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td>Environmental Engrs.</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td>Planners: Urban/Reg.</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td></td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr> <td>Civil Engineers</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td>Fire Protection Engrs.</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td>Specification Writers</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td></td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr> <td>Code Specialists</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td>Geotechnical Engineers</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td>Structural Engineers</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td></td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr> <td>Construction Inspectors</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td>Industrial Hygienists</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td>Surveyors</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td></td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr> <td>Cost Estimators</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td>Interior Designers</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td></td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td></td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> <tr> <td>Drafters</td><td style="text-align: right;">4</td><td style="border-bottom: 1px solid black;">_____</td><td>Landscape Architects</td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td></td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td style="text-align: right;">Total</td><td style="text-align: right;">9</td><td style="border-bottom: 1px solid black;">(4)</td></tr> <tr> <td></td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td></td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td></td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td><td></td><td style="text-align: right;">_____</td><td style="border-bottom: 1px solid black;">_____</td></tr> </table>			Admin. 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5. Has this Joint-Venture Previously Worked Together <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																														

6. List ONLY Those Prime and Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm and Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the Listed Firm has agreed to work on this Project, should the team be selected.

a.	Name and Title Within Firm:	<b>Chris Iwerks, AIA, LEED, Principal</b>												
b.	Project Assignment:	Principal-In-Charge/Project Manager												
c.	Name and Address of Office in Which Individual identified in 7a Resides:	<table border="0"> <tr> <td>Bertaux + Iwerks Architects</td> <td>MBE</td> <td><input type="checkbox"/></td> </tr> <tr> <td>118 South Street</td> <td>WBE</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Boston, MA 02111</td> <td>SDOVBE</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>VBE</td> <td><input type="checkbox"/></td> </tr> </table>	Bertaux + Iwerks Architects	MBE	<input type="checkbox"/>	118 South Street	WBE	<input type="checkbox"/>	Boston, MA 02111	SDOVBE	<input type="checkbox"/>		VBE	<input type="checkbox"/>
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Boston, MA 02111	SDOVBE	<input type="checkbox"/>												
	VBE	<input type="checkbox"/>												
d.	Years Experience: With this Firm:	14												
	With Other Firms:	27												
e.	Education Degree(s) Year/Specialization:	<p>BS Arch, California Polytechnic State University 1975          MArch, Harvard University Graduate School of Design. 1979</p>												
f.	Active Registration: Year First Registered/Discipline/MA Registration Number	1980 / Architecture / MA Reg #5052, NCARB Certification												
g.	Current Work Assignments and Availability for this Project	<p>Steamship Authority Phase 2-4 Construction - 20%          Plymouth County Retirement Association - 10%          Mr. Iwerks is available to start on this assignment immediately.</p>												
h.	Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	<p>Chris Iwerks is a co-founder and principal of Bertaux + Iwerks Architects with over 40 years of experience as an architectural practice and design leader. Over his career, Mr. Iwerks has advanced outcome-driven methodologies to help clients and user groups articulate essential goals and explore innovative design solutions. His collaborative approach has been applied to a wide variety of project types, encompassing architecture, marine environment design, experience design, environmental graphics, master planning, software design, and the creation of outcome-centered methodologies to aid in decision-making.</p> <p>Chris Iwerks' portfolio includes nationally recognized projects for civic institutions, transportation, education, and research. His efforts have been recognized nationally and locally for design excellence, including receipt of the highest architectural achievement in Boston—the Harleston Parke Medal for “the most beautiful building in Boston”—awarded for the design of Valent Building No. 7 at Logan International Airport.</p> <p>As an educator, Chris Iwerks has taught design studios at the Boston</p>												

Architectural College, Rhode Island School of Design, and Harvard Graduate School of Design.

Professionally, Chris Iwerks has served on the Board of the Boston Society of Architects, and was elected to terms as the BSA Commissioner of Design and the Honors and Awards Committee. He also co-chaired the BSA Executive Director search in 2012.

Representative Projects

- Woods Hole Ferry Terminal Feasibility Study, Woods Hole, MA
- Steamship Authority New Administration Offices, Falmouth, MA
- Woods Hole Temporary Ferry Terminal Phase 1, Woods Hole, MA
- Woods Hole Ferry Terminal Reconstruction Phases 2-4, Woods Hole, MA
- Woods Hole Ferry Terminal Reconstruction Phases 5-6, Woods Hole, MA
- Zoo New England – Stone Zoo new Entrance, Stoneham, MA
- Zoo New England Facilities Assessment, Boston, MA
- Zoo New England Capital Re-Development Program, Boston, MA
- New England Aquarium, 2007 Exhibit Master Plan, Boston, MA
- New England Aquarium, East Wing Expansion, Boston, MA
- New England Aquarium, 2000 Master Plan, Boston, MA
- Woonsocket Depot Archeological Resource Center, Woonsocket, RI
- Ottawa Embassy (US) Renovations, Ottawa, Canada
- Suffolk County Courthouse Studies, Suffolk County, MA
- MBTA Norwood Station - historic restoration, Norwood, MA
- MBTA System-wide Wayfinding Project – redesign of entire 280-station wayfinding signage system
- MBTA Pilot Projects for new Wayfinding System: Government Center Station, Science Park Station, Wonderland Station, Orient Height Station, & South Weymouth CR Station
- South Station Transportation Center Air-rights/Bus Terminal Expansion, MBTA Boston, MA
- Westport Commuter Rail Station Upgrades, CONNDOT, Westport, CT
- Carnegie Mellon University East Campus Expansion, Pittsburgh, AP
- Temple University Paley Library, Renovation & Expansion, Philadelphia, PA
- Forsyth Institute Laboratory Expansion Project, Boston, MA
- Harbor Islands Pavilion Project, Boston, MA
- University Cork College Boole Library Expansion, Cork, Ireland

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the Listed Firm has agreed to work on this Project, should the team be selected.													
a. Name and Title Within Firm: <b>Lian Davis, AIA</b>	<p>understanding of what it takes to make each project a success while often meeting challenging budget, schedule, and design constraints.</p> <p>Relevant Experience</p> <ul style="list-style-type: none"> <li>• Woods Hole Temporary Ferry Terminal Phase 1, Woods Hole, MA</li> <li>• Woods Hole Ferry Terminal Reconstruction Phases 2-4, Woods Hole, MA</li> <li>• Woods Hole Ferry Terminal Reconstruction Phases 5-6, Woods Hole, MA</li> <li>• Iron Workers Local 7 Headquarters Expansion, Boston, MA</li> <li>• New England Aquarium - Visitor Experience Master Plan, Boston, MA</li> <li>• Cosmosphere – Master Plan, Renovation / Expansion, Hutchinson, KS</li> <li>• Museum at Prairiefire, AMNH Affiliate, Overland Park, KS</li> <li>• Discovery Park of America, Union City, TN</li> <li>• Flint Hills Discovery Center, Manhattan, KS</li> <li>• Franklin Institute – Franklin Hall Restoration, Philadelphia, PA</li> <li>• MIT Museum - Learning Lab, Cambridge, MA</li> <li>• MIT Museum - Exhibit Renovations, Cambridge, MA</li> <li>• Folger Shakespeare Library Master Plan, Washington DC</li> <li>• Louisiana Art &amp; Science Museum Master Plan, Baton Rouge, LA</li> <li>• Tampa Bay History Center, Tampa, FL</li> <li>• Wellesley Historical Society Master Plan, Wellesley, MA</li> <li>• Frick Art and Historical Center Campus Master Plan, Pittsburgh, PA</li> </ul>												
b. Project Assignment: Project Architect													
c. Name and Address of Office in Which Individual identified in 7a Resides: <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Bertaux + Iwerks Architects</td> <td>MBE</td> <td><input type="checkbox"/></td> </tr> <tr> <td>118 South Street</td> <td>WBE</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Boston, MA 02111</td> <td>SDOVBE</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>VBE</td> <td><input type="checkbox"/></td> </tr> </table>		Bertaux + Iwerks Architects	MBE	<input type="checkbox"/>	118 South Street	WBE	<input type="checkbox"/>	Boston, MA 02111	SDOVBE	<input type="checkbox"/>		VBE	<input type="checkbox"/>
Bertaux + Iwerks Architects		MBE	<input type="checkbox"/>										
118 South Street		WBE	<input type="checkbox"/>										
Boston, MA 02111		SDOVBE	<input type="checkbox"/>										
		VBE	<input type="checkbox"/>										
d. Years Experience: With this Firm: 2                      With Other Firms: 10													
e. Education Degree(s) Year/Specialization: Boston Architectural College, BA 2009 Boston Architectural College, M Arch 2011													
f. Active Registration: Year First Registered/Discipline/MA Registration Number 2012 / Architecture / #50521, NCARB certification													
g. Current Work Assignments and Availability for this Project Woods Hole Ferry Terminal Phase 2-4 Construction Administration (50%) Mr. Davis is available to start on this assignment immediately.													
h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):  Lian Davis is a registered architect and graduate of the Boston Architectural College. With 12 years of experience, Lian has worked on a diverse mix of cultural and institutional projects throughout the US. In addition to his extensive cultural experience, Lian's most recent work has been focused on complex transportation and waterfront infrastructure projects. As Project Architect for the Woods Hole Ferry Terminal Reconstruction project, Lian has developed considerable experience with resilient design and commercial waterfront construction.  Thus far in his career, Lian has pursued demanding and complex projects while placing an emphasis on design, sustainability, and materiality in architecture. Having led numerous design and consultant teams through all phases of planning, design, and construction administration, Lian has a comprehensive													

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.

a. Name and Title Within Firm:  
**Richmond So, President**

b. Project Assignment:  
**Principal-in-Charge; Structural Engineering**

c. Name and Address Of Office In Which Individual Identified In 7a Resides:  
**RSE Associates, Inc.**  
**63 Pleasant Street, Suite 300**  
**Watertown, MA 02472**

MBE	<input checked="" type="checkbox"/>
WBE	<input type="checkbox"/>
SDOVBE	<input type="checkbox"/>
VBE	<input type="checkbox"/>

d. Years Experience: With This Firm:   16   With Other Firms:   15  

e. Education: Degree(s) /Year/Specialization  
**Bach. of Science (Honors), University of Birmingham, UK/1986/Civil Engineering**

f. Active Registration: Year First Registered/Discipline/Mass Registration Number  
**2000 / Structural Engineering / Massachusetts P.E. 42696**  
**2000 / Structural Engineering / New Hampshire P.E. 11390**  
**2002 / Structural Engineering / Vermont P.E. 8146**  
**2004 / Structural Engineering / Maine P.E. 10615**  
**2005 / Structural Engineering / Colorado P.E. 39049**  
**2006 / Structural Engineering / Rhode Island P.E. 8248**  
**2006 / Structural Engineering / Maryland P.E. 32827**  
**2006 / Structural Engineering / South Carolina P.E. 25268**  
**2007 / Structural Engineering / North Carolina P.E. 033637**  
**2008 / Structural Engineering / Kentucky P.E. 25933**  
**1990 / Structural Engineering / Ontario P.E. 9022-5012**  
**2008 / Structural Engineering / Montana P.E. 18851**  
**2009 / Structural Engineering / New York P.E. 086849-1**  
**2009 / Structural Engineering / Virginia P.E. 402046711**

g. Current Work Assignments and Availability For This Project:  
 Lowell Courthouse, URI Whitehorn Brook Student Housing, WIT Academic Building –  
 20 % of time available for this project

h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

Richmond So is a structural engineer with over 30 years of experience in design project management, structural engineering design, analysis and construction administration. He is familiar with design in structural steel, reinforced concrete, masonry, timber and composite materials. Richmond has extensive experience in the design and project administration of a wide range of building project types, including museums, universities, schools, high rises, commercial developments and residential buildings. He is also an expert in historic restorations and structural investigations. Richmond's particular strength is his ability to focus on the underlying engineering issues in order to provide a design that is sensitive to owner requirements, architecture, & building services as well as cost effectiveness & ease of construction.

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers.</u> Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm: <b>Charles McGrory, FRICS</b>	a. Name and Title Within Firm:
b. Project Assignment: Principal in Charge	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: D G Jones International Inc 3 Baldwin Green Common, Suite 202 Woburn, MA 01801-1868 MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDOVBE <input type="checkbox"/> VBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides:    MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDOVBE <input type="checkbox"/> VBE <input type="checkbox"/>
d. Years Experience: With This Firm: <u>42</u> With Other Firms: <u>9</u>	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization Diploma in Quantity Surveying/1972	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number Fellow of Royal Institution of Chartered Surveyors (1982)	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments and Availability For This Project: Lighting Upgrades, Dana Building, Dana Farber Cancer Institute, Boston, MA Case House, Adaptive Re-Use & Renovation of School Admin Building, Weston, MA Campus Heating Implementation Project, American University, Washington, DC Hemodialysis, VAMC, Providence, RI  Mr. McGrory will be available for this project	g. Current Work Assignments and Availability For This Project
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Since being transferred from one of D G Jones's international offices to their Boston Office in 1986, Mr. McGrory has prepared or supervised the preparation of over 1,200 projects with a combined value of circa \$12 billion. Mr. McGrory has provided estimating services for over 15 FSU and 3 MCC projects with BIA over the past 9 years.	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):



8a. Current And Relevant Work By Prime Applicant Or Joint-Venture Members. Include **ONLY** Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).

a. Project Name and Location Principal-in-Charge	b. Brief Description of Project and Services (Include Reference to Relevant Experience)	c. Client's Name, Address and Phone Number. (Include name of Contact Person)	d. Completion Date (Actual or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible
(1) Fitchburg Historical Society Fitchburg, MA Leonard Bertaux P.I.C	1) Master planning for the historic Phoenix building in downtown Fitchburg to enhance the collections storage, program facilities, and exhibition spaces.	Fitchburg State University 160 Pearl Street Fitchburg, MA Jay Bry Vice President Admin. & Finance 978-665-3131	1) 2018 (E)	\$2,000(E)	\$40
(2) Woods Hole Ferry Terminal Reconstruction and SSA's New Offices Woods Hole and Falmouth, MA Chris Iwerks P.I.C	1) Feasibility Study for New Ferry Terminal (2013-16) 2) New SSA Office Building in Falmouth, MA (2015-2018) 3) Complete reconstruction of Woods Hole Ferry Terminal (2018 - 2023) Services include full architectural, MEP/FP, structural engineering, site/civil, environmental and landscape design	Steamship Authority 208 Palmer Ave Falmouth, MA Bill Cloutier, Owners Project Manager 508-548-5011 x 429	1) 2016 (A) 2) 2018 (A) 3) 2023 (E)	\$70,000(A) \$13,000 (A) \$57,000 (E)	\$300 \$1,346 \$3,655
(3) Edgerly Hall, Fitchburg, MA Leonard Bertaux P.I.C	4 phases of work, 3 renovations and 1 DCAMM study for interior renovation of classrooms into departmental and faculty offices, study for adding hydraulic elevator. Services include full architectural, MEP/FP and structural engineering.	Fitchburg State University 160 Pearl Street Fitchburg, MA Jay Bry Vice President Admin. & Finance 978-665-3131	2018 Renov. (E) 2016 Study (A) 2013 Renov. (A) 2010 Renov. (A)	\$2,600 (A)	\$292
(4) Franklin Park and Stone Zoos: 1) Asset Assessment Project 2) Capital Redevelopment Project 3) Stone Zoo Welcome Plaza 4) Stone Zoo ADC Facility 5) New Caribbean Coast Exhibit Chris Iwerks P.I.C	1) Asset Assessment of major facilities at each zoo 2) Redevelopment Study merging major masterplan projects with deferred maintenance projects over a 20-year period 3) Stone Zoo - new entrance project, including ticketing services, gift shop and restrooms 4) Animal Discovery Center whole building renovation conversion of former elephant holding to exhibit space, other misc renovations and a new projects. 5) Stone Zoo - new Caribbean Coast exhibit featuring new atrium for flamingos and other tropical birds Services include full architectural and civil engineering.	Zoo New England 1 Franklin Park Road Boston MA Jennifer Golden Operations Project Manager	1) 2014 (A) 2) 2015 (A) 3) 2017 (A) 4) 2018 (A) 5) 2018 (A)	\$51,200 (E) \$120,600 (E) \$1,700 (A) \$800 (A) \$2,700 (A)	\$60 \$16 \$185 \$65 \$43
(5) Cosmosphere SciEd Center and Space History Museum Hutchinson, KS Lian Davis, Project Architect (while at Verner Johnson Architects)	1) Master planning services including feasibility study , facility programming, economic planning, and exhibit planning. 2) Full architectural design services through construction documents including structural engineering for historic building deficiencies, MEP/FP system replacement and refurbishment	Cosmosphere 1100 N Plum St Hutchinson, KS Jim Remar President & CEO 800-397-0330	1)2014 (A) 2)2016 (A)	\$N/A (A) \$15,000 (E)	\$50 \$1,000

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.

Sub-Consultant Name: RSE Associates, Inc.

a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1) African Meeting House Boston, MA  Richmond So, P.E. Principal-in-Charge	Structural Engineering for the restoration of the historic structure built in 1806. Work includes structural repairs, accessibility upgrades and the addition of an elevator tower requiring extensive underpinning of the existing foundation.	Reference: J. G. Waite Associates 384 Broadway Albany, NY 12207 Clay Palazzo 518-449-5440	June 2006	\$8,000	\$50
(2) Martha's Vineyard Museum Tisbury, MA  Richmond So, P.E. Principal-in-Charge	Structural Engineering for the addition and extensive renovations to the existing buildings built in 1895 and 1938 and construction of a 5,000 sf Pavilion and 4,000 sf Large Objects Building.	Reference: Oudens Ello Architecture 46 Waltham Street, Suite 4A Boston, MA 02118 Conrad Ello 617- 422-0980	March 2019	\$6,000	\$48
(3) Provincetown Art Museum Provincetown, MA  Richmond So, P.E. Principal-in-Charge	Structural Engineering for the renovation and addition of 40,000 sf of museum space. The addition is located on top and adjacent to existing buildings dating back to the 1800's. This building is the first art museum in the U.S. to qualify for a LEED rating with a LEED Silver certification.	Reference: Mary Ellen Brown Machado & Silveti Associates 560 Harrison Avenue Boston, MA 02118 617-262-2760	September 2005	\$3,000	\$23
(4) Peabody Essex Museum Salem, MA  Richmond So, P.E. Principal-in-Charge	Structural Engineering of the renovation and addition of one of the oldest museums in the country, with buildings dating back to the 1600's. Work included extensive renovations to the existing historic building as well as the addition of spaces.	Reference: Schwartz Silver Architects 75 Kneeland St. #303 Boston, MA 02111 John Traficonte 617-542-6650	October 2013	\$1,000	\$8,500
(5) Bowdoin College Walker Art Museum Brunswick, ME  Richmond So, P.E. Principal-in-Charge	Structural Engineering for the \$18M renovation and addition to a historic building built in the late 1800's. Structural work included an addition and reconfiguration of the existing structural framing with extensive underpinning of the existing foundations.	Reference: Mary Ellen Brown Machado & Silveti Associates 560 Harrison Avenue Boston, MA 02118 617-262-2760	May 2007	\$18,000	\$83


8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.

Sub-Consultant Name: <b>D G Jones International, Inc.</b>					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1) Performing Arts Center Addition/Renovation Fitchburg, MA Charles E. McGrory	Cost Estimating	Fitchburg State University, Fitchburg, MA (sub-consultant to Architect, Ms. Kaffee Kang, tel # 978 443 6383)	2012 (A)	3,900 (A)	3.50
(2) IDQ Contract UMass Lowell, MA Charles E. McGrory	Cost Estimating	UMass, Lowell (Ms. Deborah Poodry, tel # 978 934 4891)	Ongoing (E)	25,000 (E)	25.00
(3) South Campus Landscaping Lowell, MA Charles E. McGrory	Cost Estimating	UMass, Amherst, MA (sub consultant to Architect, Ms. Deneen Crosby, tel # 617 399 7000)	2016 (A)	5,200 (A)	8.41
(4) Four House Dr. Projects Fitchburg State University Fitchburg, MA Charles E. McGrory	Cost Estimating	Fitchburg State University, Fitchburg, MA (sub consultant to Architect, Mr. Len Bertaux, tel # 617 423 6500)	2012 (A)	1,600 (A)	10.00
(5) Classroom Building Providence College Providence, RI Charles E. McGrory	Cost Estimating	Providence College (sub consultant to Architect, The S/L/A/M Collaborative, Mr. Richard Polvino, tel # 617 357 1800 x 5138)	2012 (A)	20,000 (A)	20.00

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects: 8		# Active Projects: 3		Total Construction Cost (in Thousands) of Active Projects (excluding studies): \$70,500		
Role P, C, JV*	Phases St, Sch, D.D., C.D., A.C*		Project Name, Location and Principal-in-Charge	Awarding Authority (Include Contact Name and Phone Number)	Project Cost (in Thousands) (Actual, or Estimated if Not)	Completion Date (Actual or Estimated) (R) Renovation or (N) New
P	All	1	Woods Hole Ferry Terminal Reconstruction Woods Hole, MA Chris Iwerks AIA, LEED, Principal-In-Charge	Woods Hole, Martha's Vineyard and Nantucket Steamship Authority Steve Sayers, General Counsel 508-548-5011	\$57,000 (E)	2024 (E) (N)
P	All	2	Steamship Authority General Office Building Falmouth, MA Chris Iwerks AIA, LEED, Principal-In-Charge	Woods Hole, Martha's Vineyard and Nantucket Steamship Authority Steve Sayers, General Counsel 508-548-5011	\$13,000 (E)	2018 (E) (N)
P	All	3	Fitchburg State College On-Call Design Projects Fitchburg, MA Leonard Bertaux AIA, LEED, Principal-In-Charge	Fitchburg State University Jay Bry, VP Administration 978-665-3131	\$500 fee (E)	2018 (E) (R)
P	All	4	South Station Bus Terminal Restroom Renovations Boston, MA Chris Iwerks, AIA, LEED, Principal-In-Charge	Avison Young, Bus Terminal Manager (MBTA) Jeffery Jackman, PM 617-737-8040	\$282 (A)	2016 (A) (R)
P	All	5	MBTA System-Wide Wayfinding & Pilot Projects: Science Park, Wonderland, Government Center, Ori- ent Heights, and South Weymouth Stations Chris Iwerks AIA, LEED, Principal-in-Charge	JAMS Judge Patrick King Independent Monitor of BCIL Settlement Agreement, 617-220-0200	\$2,100 fee (A)	2013 (A) (R)+(N)
C	All	6	UMass Medical School Power Plant Expansion Worcester, MA Leonard Bertaux AIA, LEED, Principal-in-Charge	UMass Building Authority Patricia Filippone Executive Director 617-287-3200	\$37,500 (A)	2012 (A) (R)+(N)
P	All	7	Massasoit Community College On-Call Design Brockton, MA Chris Iwerks AIA, LEED, Principal-in-Charge	Massasoit Community College Richard Hadley, Exec. Dir. Facilities & Campus Planning 508-588-9100 x1168	\$300 fee (A)	2012 (A) (R)
P	All	8	UMass Lowell North Campus Garage Lowell, MA Leonard Bertaux AIA, LEED, Principal-In-Charge	UMass Building Authority Patricia Filippone Executive Director 617-287-3200	\$16,500 (A)	2012 (A) (N)

\*P = Principal; C = Consultant; JV = Joint Venture; St = Study, Sch.= Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10.	<p>Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. <b>APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</b></p> <p>See Proposal - Relevant Experience, Design Team and Project Approach Sections</p>															
11.	<p>Professional Liability Insurance:</p> <table border="1" data-bbox="140 305 2043 418"> <thead> <tr> <th data-bbox="140 305 525 354">Name of Company</th> <th data-bbox="525 305 892 354">Aggregate Amount</th> <th data-bbox="892 305 1339 354">Policy Number</th> <th data-bbox="1339 305 2043 354">Expiration Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="140 354 525 418">Axis Insurance Co.</td> <td data-bbox="525 354 892 418">\$2,000,0000</td> <td data-bbox="892 354 1339 418">DP002231022018</td> <td data-bbox="1339 354 2043 418">March 1, 2019</td> </tr> </tbody> </table>				Name of Company	Aggregate Amount	Policy Number	Expiration Date	Axis Insurance Co.	\$2,000,0000	DP002231022018	March 1, 2019				
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Axis Insurance Co.	\$2,000,0000	DP002231022018	March 1, 2019													
12.	<p>Provide A List Of All Projects On Which Monies Were Paid By You, Or On Your Behalf, As A Result Of Professional Liability Claims Occurring Within The Last 5 Years And In Excess Of \$50,000 Per Incident. Please Include Project, Client Names And Explanation. (Attach Separate Sheet If Necessary):</p> <p>None</p>															
13.	<p>Name Of Sole Proprietor Or Names Of All Firm Partners And Officers:</p> <table border="1" data-bbox="140 626 2043 756"> <thead> <tr> <th data-bbox="140 626 401 659">Name</th> <th data-bbox="401 626 583 659">Title</th> <th data-bbox="583 626 810 659">MA Reg #</th> <th data-bbox="810 626 2043 659">Status/Discipline</th> </tr> </thead> <tbody> <tr> <td data-bbox="140 659 401 691">a. Leonard J. Bertaux</td> <td data-bbox="401 659 583 691">Principal</td> <td data-bbox="583 659 810 691">5175</td> <td data-bbox="810 659 2043 691">Current/Architecture</td> </tr> <tr> <td data-bbox="140 691 401 724">b. Chris M. Iwerks</td> <td data-bbox="401 691 583 724">Principal</td> <td data-bbox="583 691 810 724">5052</td> <td data-bbox="810 691 2043 724">Current/Architecture</td> </tr> </tbody> </table>				Name	Title	MA Reg #	Status/Discipline	a. Leonard J. Bertaux	Principal	5175	Current/Architecture	b. Chris M. Iwerks	Principal	5052	Current/Architecture
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a. Leonard J. Bertaux	Principal	5175	Current/Architecture													
b. Chris M. Iwerks	Principal	5052	Current/Architecture													
14.	<p>If Corporation, Provide Names Of All Members Of The Board Of Directors: NA</p> <table border="1" data-bbox="140 789 2043 954"> <thead> <tr> <th data-bbox="140 789 401 821">Name</th> <th data-bbox="401 789 583 821">Title</th> <th data-bbox="583 789 810 821">MA Reg #</th> <th data-bbox="810 789 2043 821">Status/Discipline</th> </tr> </thead> <tbody> <tr> <td data-bbox="140 854 401 886">a.</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="140 886 401 919">b.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Name	Title	MA Reg #	Status/Discipline	a.				b.			
Name	Title	MA Reg #	Status/Discipline													
a.																
b.																
15.	<p>Names Of All Owners (Stocks Or Other Ownership):</p> <table border="1" data-bbox="140 987 2043 1123"> <thead> <tr> <th data-bbox="140 987 401 1019">Name And Title</th> <th data-bbox="401 987 583 1019">% Ownership</th> <th data-bbox="583 987 810 1019">MA Reg.#</th> <th data-bbox="810 987 2043 1019">Status/Discipline</th> </tr> </thead> <tbody> <tr> <td data-bbox="140 1036 401 1068">a. Leonard J. Bertaux</td> <td data-bbox="401 1036 583 1068">50%</td> <td data-bbox="583 1036 810 1068">5175</td> <td data-bbox="810 1036 2043 1068">Current/Architecture</td> </tr> <tr> <td data-bbox="140 1068 401 1101">b. Chris M. Iwerks</td> <td data-bbox="401 1068 583 1101">50%</td> <td data-bbox="583 1068 810 1101">5052</td> <td data-bbox="810 1068 2043 1101">Current/Architecture</td> </tr> </tbody> </table>				Name And Title	% Ownership	MA Reg.#	Status/Discipline	a. Leonard J. Bertaux	50%	5175	Current/Architecture	b. Chris M. Iwerks	50%	5052	Current/Architecture
Name And Title	% Ownership	MA Reg.#	Status/Discipline													
a. Leonard J. Bertaux	50%	5175	Current/Architecture													
b. Chris M. Iwerks	50%	5052	Current/Architecture													
16.	<p>I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.</p>															
	<p>Submitted By:  Print Full Name and Title: Chris Iwerks, Principal Date: 4/17/18</p>															

The following forms MUST be attached to only ONE (ORIGINAL Copy) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.

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**CERTIFICATE OF AUTHORITY**  
**(Corporations Only)**

At a duly authorized meeting of the Board of Directors of Bertaux + Iwerks Architects  
Name of Corporation

it was VOTED that Chris Iwerks of this company is  
Name and Title

authorized to execute contracts and bonds in the name of and on behalf of this  
company, and affix its corporate seal hereto; and such execution of any contract  
obligation in this company's name and on its behalf, said obligation to be valid and  
binding upon this company.

A True Copy Attested,

Company Name: Bertaux + Iwerks Architects

Address: 118 South Street

Boston, MA 02111

Name & Title of Signatory: Chris Iwerks, Principal

Date: 4/17/18

I hereby certify that I am the clerk of Bertaux + Iwerks Architects; that the  
Name of Corporation

above vote has not been amended or rescinded and remains in full force and effect as  
of the date of this contract.

Name of Clerk: 

C orporate Seal

## CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean natural person, business, Town, corporation, union, committee, club, or other organization, entity, or group of individuals.



\_\_\_\_\_  
**Signature**

Chris Iwerks

\_\_\_\_\_  
**Typed name**

Principal

\_\_\_\_\_  
**Title**

Bertaux + Iwerks Architects

\_\_\_\_\_  
**Name of Business**



**REVENUE ENFORCEMENT AND PROTECTION STATEMENT**

“Pursuant to M.G.L., Chapter 62C, §29A, I hereby certify under the penalties of perjury that

Bertaux + Iwerks Architects, to my best knowledge and Belief, has filed

all Massachusetts tax returns and paid all Massachusetts taxes required Under law.”

86-1169274

Social Security Number

OR

Federal Identification Number



Signature of Individual or Corporate Name

By: Chris Iwerks

Corporate Officer (if applicable)

Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type  
See Specific instructions on page 2.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Bertaux + Iwerks Architects LLC**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **P**  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.)  
**118 South Street**

**6** City, state, and ZIP code  
**Boston MA 02111**

**7** List account number(s) here (optional)

Requester's name and address (optional)  
**Town of Harwich, Brooks Academy  
Museum**

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Social security number**

				-						
--	--	--	--	---	--	--	--	--	--	--

**or**

**Employer identification number**

8	6	-	1	1	6	9	2	7	4
---	---	---	---	---	---	---	---	---	---

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



**bertaux + iwerks architects**

118 South Street 4th Floor

Boston, MA 02111

(617) 423-6500



**HARWICH  
ASSESSORS  
OFFICE**  
508-430-7503

## Memo

To: Sandy Robinson  
Ann Steidel

From: Donna Molino

Date: June 13, 2018

RE: **Assessor's Department Weekly Report (w/e 6/9/18)**

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1. Processed and reviewed abutter's lists.
2. Processed and reviewed weekly deeds.
3. Processed address changes.
4. Motor vehicle abatements.
5. Board of Assessors meeting.
6. Requested record retention.
7. Attended a Data Collection Workshop.

Brooks Free Library Information  
for Board of Selectmen 6.25.18 Meeting

Summer Reading Program

The Summer Reading Program will officially begin at our kickoff event, "Summer Reading and Recreation!" This event will take place on the field behind the Community Center on June 21<sup>st</sup> beginning at 5:00, with a special show at 6:00. This is the second year we are partnering with the Harwich Recreation Department on this event. The Library is sponsoring a rocket-themed show by the Mad Science company, one of our favorite "edutainment" performers. The Recreation Department will be providing refreshments for a cookout, leading games and activities and signing children up for their summer programs.

The Friends of Brooks Free Library are once again paying for a number of fun and educational programs, with something almost every day and multiple programs on some days. Some programs feature paid performers or presentations while others are craft, activity and STEM programs. The full calendar of programs is on our website, [www.brooksfreelibrary.org](http://www.brooksfreelibrary.org).

As in past years, every time a child 18 or under reads for 2.5 hours, they will receive a free book, generously provided from the donations given to the Friends of Brooks Free Library, and a small prize provided by the Harwich Elementary School Parent Teacher Organization. New this year, we will have several "activity kits" as prize choices to go along with our usual selection of small plastic toys. The activity kits will include things such as sensory experiences, science experiments, and make-your-own stuffed animals. This is part of a move away from small plastic toys. Next year we plan to phase the plastic toys out of the program entirely.

CLAMS System Unavailable on June 27th

The data for our automated system, Sierra, is being migrated from local servers to the cloud on Wed., June 27<sup>th</sup> and this will mean we will not have access to the Integrated Library System for most or all of the day. We will be able to use the Offline Circulation module to check materials out to patrons who have their library card with them but we won't be able to check in or renew items or place holds that day. We will be open and have normal operations – all programs will still take place, the public and staff Internet will be working, we just won't have access to all the normal features of the CLAMS catalog.

Network for public computers

The Internet connection for Library staff computers is provided as part of our membership in the CLAMS consortium and has been on OpenCape for several years. The network for our public computers was switched from a residential Comcast connection to OpenCape in May. This will provide improved speed for users of the adult public computers and the Homework Center and the CLAMS catalog stations, though internal wiring within the building will need to be improved to take full advantage of the faster connection. OpenCape provides more redundancy, which means our public computers are more likely to be connected to the Internet following a major storm when other networks are down. To ensure faster speeds for both wired computers and our wireless service we are keeping our public wi-fi service on the free residential Comcast connection, at least for the summer.

### Exterior Preservation Project

Assistant Director Emily Milan attended Facilities Manager Sean Libby's pre-construction meeting with McGinley Kalsow architects and Campbell Construction, the contractors, last week. The timeline and plans still being finalized but work is anticipated to begin in July.

### Pedestrian Safety – Crosswalks Adjacent to Library

We submitted a letter to the Traffic Safety Committee regarding concerns for pedestrian safety at the crosswalk at the top of Bank St and at the Oak St and Main St. intersection. (Copy in the packet for the June 20<sup>th</sup> Trustees meeting [www.brooksfreeibrary.org/trustees.asp](http://www.brooksfreeibrary.org/trustees.asp) or direct link:[www.brooksfreeibrary.org/ckfinder/userfiles/files/BFL%20Trustees%20Meeting%20June%2020%202018%20Agenda%20%26%20Packet.pdf](http://www.brooksfreeibrary.org/ckfinder/userfiles/files/BFL%20Trustees%20Meeting%20June%2020%202018%20Agenda%20%26%20Packet.pdf)) Committee member DPW Director Lincoln Hooper plans to refer the issue to the Cape Cod Commission for the assistance of their traffic engineers. A 2009 "Harwich Center Technical Assistance Report" from the Cape Cod Commission reviewed pedestrian and bicycle safety in Harwich Center and recommended a crosswalk be added across Bank St. just north of Parallel St, going from the sidewalk on the west side of the street across to the Library parking lot on the east side. (<http://harwichma.vt-s.net/planning/files/harwich-center-technical-assistance-cape-cod-commission-feb-2009>) Adding that crosswalk would greatly assist pedestrians coming up Bank St from the south as they already cross in that location, even without the crosswalk, to avoid the dangerous crossing at the top of Bank St. Adding this crosswalk is one improvement that can be easily accomplished while other solutions may be longer term and require more funding. The safety concerns were discussed with the consultants who have been hired by the Harwich Accessibility Rights Committee (HARC) to do a survey of accessibility issues in the town. Since these intersections are difficult for people without disabilities to safely cross they are even more hazardous for anyone with mobility problems or in a wheelchair. HARC also discussed these crosswalks at their meeting on May 30<sup>th</sup> when they reviewed the preliminary findings of the Accessibility survey.

### Town Accessibility Self-Evaluation

Assistive Technology Coordinator Carla Burke and I met with the consultants hired by the Harwich Accessibility Rights Committee to conduct a self-assessment of Town buildings, access routes and programs and services on May 17<sup>th</sup>. Issues were noted with emergency exits – except for the entrance doors to the parking lot no entrance or emergency exits are accessible. The main doors to Main St do not have an automatic door opener. The other ground level emergency exits have too much of a drop to the walkway or have stairs. We also requested their assistance in determining whether the elevator battery back-up, which takes the carriage to the basement if it's occupied when power is lost, is acceptable. The consultants' preliminary report reflected only some of those issues but we were informed at the HARC meeting on 5.30.18 that the final report will be much more detailed and should include all those issues.

### Emergency Preparedness

I've prepared a Disaster Response Pocket Plan for the Library, completed as part of my participation in the "Finding Common Ground" series of workshops for first responders and the cultural heritage community. Since larger, more lengthy disaster plans are often too complex and aren't consulted when a disaster strikes, this one page, front and back, pocket plan is designed to provide the information needed in the minutes and hours after a disaster occurs, with contact information for the response team, other responsible Town officials, utility

companies, etc., and some basic information needed to communicate with the public and begin developing an Incident Response Plan.

This month Assistant Director Emily Milan and I participated in a great Harwich Emergency Management tabletop exercise as part of the Town's emergency management team, walking through preparation for a hurricane, responding to the needs of vulnerable seniors and a hazmat incident in a harbor following the hurricane.

### School Visits

With the end of the school year, school visits by Youth Services Librarian Ann Carpenter have ended. This school year Ann visited 17 classrooms on a regular basis. She went to Harwich Elementary School 32 times, seeing an average of 12 classrooms during each visit. Ann shared 1,920 books with the students of the school, which for most classrooms was about 150 individual books throughout the year.

### Summer "Beach Bags"

Staff Librarian Emily Carta is putting together a number of "beach bags", aimed at summer residents and tourists. The idea is that patrons in a hurry will be able to check out a bag filled with "beach read" type books. The bags are made of mesh so they do not accumulate sand. Each beach bag will include three paperbacks from donations to the Friends, a map of Harwich beaches, and information about where to purchase a beach sticker.

Respectfully submitted,

Virginia A. Hewitt

Channel 18 Weekly Report  
w/e June 16, 2018

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- Filmed weekly updates with:
  - The Harwich Children's Fund
  - Chase Library
- Filmed Board of Selectmen
- Filmed Community Journal
- Filmed Conservation Committee
- Assisted Council on Aging set up for Skin Cancer Seminar
- Posted Job Openings to town website
- Additional Website updates
- Finished New Passport Camera set up for Community Center
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

Please Follow Channel 18 on YouTube for frequent video updates/meetings

[www.youtube.com/harwichchannel18](http://www.youtube.com/harwichchannel18)

And Facebook for additional info

[www.facebook.com/harwichchannel18](http://www.facebook.com/harwichchannel18)

Respectfully Submitted,

Jamie Lee Goodwin

[jgoodwin@town.harwich.ma.us](mailto:jgoodwin@town.harwich.ma.us) 508-430-7569

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Weekly Update for the Community and Cultural Centers  
June 10 –June 16

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 6/10 to 6/16.

- I worked with the Channel 18 director to get the hearing assistance and the new passport camera system up and running. We have used the equipment before but realized we needed to have instructions and policies on how to utilize the equipment to the best of its ability.
- I am working on the necessary paperwork needed to close out the fiscal year. This included an inventory of the products and paper work needed by the Chief Financial officer.
- I prepared the Facility Committee minutes for the next meeting. The Committee does not have a meeting in the month of July. Our next meeting is scheduled for August, 10<sup>th</sup>. I posted the approved minutes from the Facilities Committee meeting.
- The gym floor is back up and operational we are however receiving information on how to care for the floor to maximize the life of the surface.
- The new seasonal employee for the weight room will begin work on June 18<sup>th</sup>. I put together a training packet for the individual.
- I wrote my self-evaluation for my position and set up a meeting for my annual evaluation review including future goals for the Community Center.
- I booked two additional programs in the Cultural Center auditorium for the upcoming year.
- I forwarded the job description for the event staff position at the Cultural Center to the Assistant Town Administrator so we can post on the website. The increased bookings in the center require an additional 19 hour a week person to oversee night and weekend events. We continue to grow both the inside and outside areas of the building.
- I worked with the COA director on upcoming information regarding the Community Center programs and events for the COA newsletter.
- Did publicity and sign- ups for the annual Community Yard Sale held at Brooks Park on Saturday August 4<sup>th</sup>.

Should you need further information on these weekly activities, please do not hesitate to get in touch with me.

Carolyn Carey, Community Center Director

Weekly Update for the Community and Cultural Centers  
June 3 –June 9

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 6/3 to 6/9.

- I participated in the first ever field trip to the Cultural Center from the Harwich Elementary School. Three kindergarten classes visited the Cultural Center to learn about world Ocean Day. The Classes each had an art project, sang songs, had a talk on water and enjoyed a story. This was a very successful event.
- I attended a meeting with the Town Administrator, Assistant Town Administrators and Union president to discuss contract issues and concerns for the next contract.
- I prepared the Facility Committee packets for the meeting on Friday. We went over the Directors goals for next year and reviewed last year's goals to make sure we remain on target for the Community Center.
- The gym floor was completed on schedule and we hosted our first event on Saturday. The Wild Care Yard sale draws a large crowd of individuals for its annual event.
- I received the contract back for the Meals on Wheel program from the Town Administrator for next year.
- The new seasonal employee for the weight room will begin work on June 18<sup>th</sup>. Our next year memberships will go on sale starting June 18<sup>th</sup>.
- The new counters for the doors where installed at the three main entrances. I along with the Channel 18 director received training on the new equipment. This will help to give a more accurate count on the individuals using the Community Center. I began working with this system to learn important data available with this software.
- I did an article for the BEACON magazine on the Cultural Center.
- I am looking to post the job description for the event staff position at the Cultural Center. With the additional bookings in the center we need an additional 19 hour a week person to oversee night and weekend events as we try to continue to grow both the inside and outside of the building.
- I wrote a letter to the IT department for the Facility Committee regarding the WIFI in the building.

Should you need further information on these weekly activities, please do not hesitate to get in touch with me.

Carolyn Carey, Community Center Director



TOWN OF

HARWICH

*732 Main Street  
Harwich, MA 02645*

CONSERVATION COMMISSION

(508)-430-7538 FAX (508)430-7531

June 20, 2018

To: Harwich Board of Selectmen  
From: Amy Usowski, Conservation Administrator

### **Weekly Report of the Conservation Department**

- Met with potential applicants both in the office and onsite to discuss conservation issues on properties, visited sites currently under construction, issued permits, worked on meeting minutes.
- Conducted site visits in preparation for 6/20 Cons Comm meeting.
- Completed site summaries and Conservation Commission packets for 6/20 Cons Comm hearing.
- Reviewed all building and health permit applications to ensure they had nothing to do with Conservation.
- Issued violation for new dock without a permit in the Great Sand Lakes.
- Conducted a site visit at the Bells Neck bogs for the new commissioners.
- Monitored plovers at 5am on 6/15.
- Made a brochure for the Harwich Habitats for Wildlife Initiative with the Garden Club.
- Took MIAA webinar.
- Attended Community Development Team meeting on 6/14
- Amy staffed the 6/20 Conservation Commission meeting.
- Assisted with phone calls and walk-ins at Community Development window.



# Town of Harwich COUNCIL ON AGING

Harwich Community Center ♦ 100 Oak Street ♦ Harwich, MA 02645  
Tel: 508-430-7550 Fax: 508-430-7530

## WEEKLY REPORT

**TO:** Chris Clark, Town Administrator  
**FROM:** Judi Wilson, Director, Council on Aging  
**RE:** COA REPORT - for week ending June 9, 2018

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In addition to our regular activities below is a summary of our work last week:

### Programs/Service:

- Arranged and provided 26 rides to medical appointments
- Prepared and served 149 meals to seniors which included one Supper Club, three Senior Dining Lunches, and the monthly Men's Breakfast attended by 80 individuals
- Conducted 26 nursing visits and appointments with clients to conduct assessments, provide care, and offer teaching to them and their caregivers and provided numerous follow-up communications with agencies, pharmacies, doctors, family members, and clients
- Served 16 clients at the Community Center Wellness Clinics
- Coordinated and hosted the Men's Book Group
- Conducted collaborative in-home visits with Harwich Police Department to address behavioral concerns regarding seniors coping with mental health issues and dementia
- Resumed the "Intro to Ukulele" program
- Assisted clients in their homes, over the telephone, and in the office providing counseling regarding SNAP food assistance, durable medical equipment, end of life planning, skilled nursing care, homecare services, emergency food, transportation resources, and dementia care
- Provided hearing screening, legal services, dementia caregiving program, drop-in walking group, Balance Boosters classes, Healthy For Life chair fitness classes, yoga, Mahjonn, SHINE health insurance counseling appointments, Diet & Nutrition Support Group, cribbage group and more

### Administration:

- Attended state Elder Affairs meeting regarding required reporting requirements and grant documentation
- Held COA Team meeting to discuss program updates, use of accrued time, cash handling, program registration, and database transition
- Attended bi-annual meeting with Cape Cod Regional Transit Authority to discuss issues regarding vehicle lease program, new vehicle, transportation safety, and reporting requirement
- Met with Friends and vendors to discuss options for furnishings
- Overhauled staff Reception Desk coverage plan and met with staff to discuss schedule and related responsibilities
- Held monthly COA Board meeting
- Met with mobile dental clinic representatives to discuss future collaboration
- Continued transition planning for retirement of Social Service Coordinator
- Met with Community Center Building Committee to discuss climate complaints from public, volunteers and staff

Respectfully submitted,  
Judi Wilson



# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

Fax (508) 430-7598

### **DPW Activity for period of June 10, 2018 through June 16, 2018**

#### **Highway Maintenance**

- Beach cleaning 5 days
- Trash pick up 5 days
- Catch basin digging 3 days
- Street sweeping 4 days with both sweepers
- Roadside mowing 4 days with two mowers
- Clearing of vegetation around street signs 2 days
- Received 29 new work orders and completed 16 work orders from backlog
- Chip Sealed 23 roads (54,343 sq yds) using 10% Rubber via contractor
- Continued coordinating with RH White and National Grid

#### **Vehicle Maintenance**

- Performed one routine maintenance on a Police vehicle
- Performed 17 repairs on vehicles, small and heavy equipment
- Prepared Fire Department vehicles for State Inspection
- Performed pre-inspection repairs to DPW vehicles

#### **Cemetery Maintenance**

- Mowed Island Pond, North Harwich, South Harwich, and old half of Evergreen Cemeteries
- Pruned entrance to Island Pond Cemetery to improve sight line issues with bike trail crossing
- Mowed town buildings, Wychmere Overlook, and Roundabout

#### **Parks Maintenance**

- Mowed and prepped 7 ball fields for games
- Continued irrigation repairs and turn-ons at ball fields
- Weedwacked fence lines at ball fields
- Mulch deliveries for the Garden Club

#### **Facility Maintenance**

- Received 26 new work orders and completed 23 work orders from back log
- Power outage and spike on Monday created numerous problems with computer operated and high amperage equipment requiring repairs and adjustment through the week at Police & Fire Headquarters, Town Hall, Community Center and Library
- Completed rebuilding the beach stairway on Wah Wah Taysee Road
- Fielding numerous calls for HVAC due to the varying seasonal temperature swings
- Continued working with contracts for the Fire Station roof, Library generator, Library restoration and Brooks Park bathroom.
- Continued coordinating with Rise Engineering for the Energy Management Systems within the Fire and Police stations, Town Hall, and Community Center
- Contract for roof replacement on Fire Headquarters began
- Held the Pre-construction meeting for the Brooks Library exterior renovation that has an anticipated start date of July 9<sup>th</sup>

### **Disposal Area**

- C&D: 16 loads, 274.75 tons
- MSW: 10 loads, 221.44 tons
- Recycling: 8 loads, 34.22 tons
- Vehicles Recorded: 7,460
- Revenue: \$52,308.25

### **Reception**

- Walk ins: 21
- Telephone calls: 83
- Work orders processed: 53



# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

Fax (508) 430-7598

### **DPW Activity for period of June 3, 2018 through June 9, 2018**

#### **Highway Maintenance**

- Beach cleaning 5 days
- Trash pick up 5 days
- Catch basin digging 4 days
- Street sweeping 4 days with both sweepers
- Hot mix patching 2 days using 4 tons of hot mix
- Received 23 new work orders and completed 10 work orders from backlog
- Continued coordinating with RH White and National Grid

#### **Vehicle Maintenance**

- Performed twenty-six repairs on vehicles, small and heavy equipment
- Repaired tarp system on C+D trailer - replaced tarp frame, screen, roller, and switch
- Road call to Mount Pleasant to repair leak on Unit 29
- Concluded sander repair and maintenance

#### **Cemetery Maintenance**

- Mowed Mount Pleasant, Kelley, new half of Evergreen, and Pet Cemeteries
- Mowed Police / Fire HQ, Library, Town Hall, Exchange, Albro House, Landfill, Brooks Academy, and Farmer's Market area
- Remove oak tree from Pine Grove Cemetery

#### **Parks Maintenance**

- Mowed and prepped 7 ball fields for games
- Installed pump in the fountain at Brooks Academy
- Irrigation repairs at several ball fields
- Welding repairs to C&D trailer

#### **Facility Maintenance**

- Received 21 new work orders and completed 8 work orders from back log
- Community Center gym floor resurface completed

- Began rebuilding the beach stairway on Wah Wah Taysee road
- Fielding numerous calls for HVAC due to the varying seasonal temperature swings - hot one day cold the next
- Working with contracts for the Fire Headquarters roof, Library generator, Library restoration project and Brooks Park bathroom install
- Began coordinating with Rise Engineering for the Energy Management Systems within the Fire and Police stations, Town Hall, and Community Center

### **Disposal Area**

- C&D: 12 loads, 211.98 tons
- MSW: 11 loads, 252.39 tons
- Recycling: 8 loads, 28.28 tons
- Vehicles Recorded: 6,811
- Revenue: \$42,312.75

### **Reception**

- Walk ins: 14
- Telephone calls: 100
- Work orders processed: 36





# Harwich Fire Department



*Fire Suppression*

*Prevention*

*Emergency Services*

Norman M. Clarke Jr., Chief of Department

David J. LeBlanc, Deputy Fire Chief

## Fire Prevention – Inspections

Week of June 10 - 16

Inspection Type	
Resale	16
Annual	1
Final	1
Lockbox	
Liquid Propane	1
Oil Burner	2
Oil Tank	1
Pre-Inspection	
Re-Inspection	
Safety Inspection	
Town Hall – Plans (hours)	2
Town Hall – Meeting (hours)	1
Tank Truck	
Fire Drills	1
Meetings – Misc	
Joint Inspection	



Incident Type Report (Summary)  
 From 06/10/18 To 06/16/18  
 Report Printed On: 06/18/2018

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
<b>1 Fire</b>						
Building fire (111)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Water vehicle fire (134)	1	1.04%	\$2,000.00	\$2,000.00	\$4,000.00	100.00%
	<b>2</b>	<b>2.08%</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$4,000.00</b>	<b>100.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>						
EMS call, excluding vehicle accident with injury (321)	67	69.79%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	3	3.13%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle/pedestrian accident (MV Ped) (323)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
	<b>71</b>	<b>73.96%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>						
Gas leak (natural gas or LPG) (412)	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
	<b>3</b>	<b>3.12%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>5 Service Call</b>						
Service Call, other (500)	3	3.13%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	3	3.13%	\$0.00	\$0.00	\$0.00	0.00%
	<b>6</b>	<b>6.26%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>						
Good intent call, other (600)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
Authorized controlled burning (631)	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
	<b>5</b>	<b>5.20%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>						
CO detector activation due to malfunction (736)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Unintentional transmission of alarm, other (740)	2	2.08%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	5	5.21%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	1	1.04%	\$0.00	\$0.00	\$0.00	0.00%
	<b>9</b>	<b>9.37%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total Incident Count:</b>	<b>96</b>			<b>Total Est. Loss:</b>	<b>\$4,000.00</b>	

Search Criteria	
Dates	From 06/10/2018 To 06/16/2018 (mm/dd/yyyy)
Service	Harwich Fire Department
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

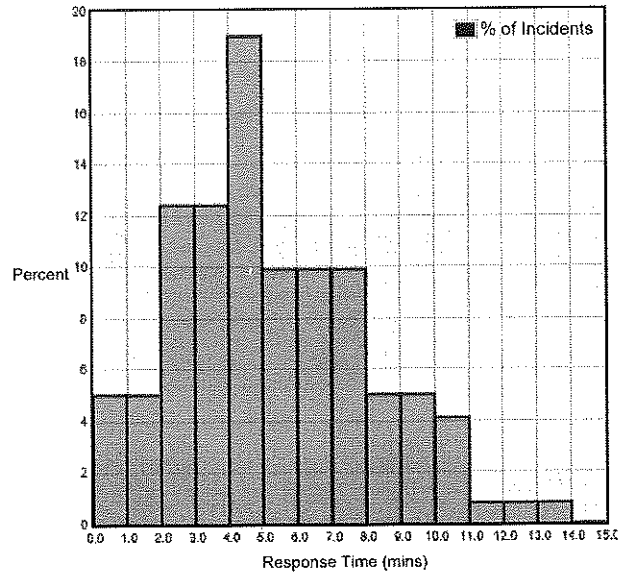
Report Description

[https://ma.emsbridge.com/Harwich/resource/Intranet/Reports/Report\\_IncidentType\\_Action.cfm](https://ma.emsbridge.com/Harwich/resource/Intranet/Reports/Report_IncidentType_Action.cfm)

6/18/2018

**Incident Response Time Analysis**  
 Date Range 06/10/2018 to 06/16/2018  
 Total # of Runs Fitting Criteria 121 runs  
 Average Response Time 4.8 mins  
 Service(s) Harwich Fire Department  
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	6	5%
1 mins	6	5%
2 mins	15	12.4%
3 mins	15	12.4%
4 mins	23	19%
5 mins	12	9.9%
6 mins	12	9.9%
7 mins	12	9.9%
8 mins	6	5%
9 mins	6	5%
10 mins	5	4.1%
11 mins	1	0.8%
12 mins	1	0.8%
13 mins	1	0.8%
14 mins	0	-
15 mins	0	-



Report Description

[Back To Filters](#)



# Harwich Fire Department



*Fire Suppression*

*Prevention*

*Emergency Services*

Norman M. Clarke Jr., Chief of Department

David J. LeBlanc, Deputy Fire Chief

## Fire Prevention – Inspections

Week of June 3 - 9

Inspection Type	
Resale	13
Annual	9
Final	1
Lockbox	
Liquid Propane	2
Oil Burner	
Oil Tank	
Pre-Inspection	
Re-Inspection	1
Safety Inspection	
Town Hall – Plans (hours)	2
Town Hall – Meeting (hours)	
Tank Truck	
Fire Drills	
Meetings – Misc	1
Joint Inspection	1



**Incident Type Report (Summary)**  
 From 06/03/18 To 06/09/18  
 Report Printed On: 06/11/2018

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
<b>1 Fire</b>						
Building fire (111)	1	0.97%	\$0.00	\$0.00	\$0.00	0.00%
	<b>1</b>	<b>0.97%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>						
EMS call, excluding vehicle accident with injury (321)	81	78.64%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	2	1.94%	\$0.00	\$0.00	\$0.00	0.00%
	<b>83</b>	<b>80.58%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>						
Gas leak (natural gas or LPG) (412)	1	0.97%	\$0.00	\$0.00	\$0.00	0.00%
Chemical hazard (no spill or leak) (421)	1	0.97%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	1	0.97%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	1	0.97%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	2	1.94%	\$0.00	\$0.00	\$0.00	0.00%
	<b>6</b>	<b>5.82%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>5 Service Call</b>						
Service Call, other (500)	1	0.97%	\$0.00	\$0.00	\$0.00	0.00%
Unauthorized burning (561)	1	0.97%	\$0.00	\$0.00	\$0.00	0.00%
	<b>2</b>	<b>1.94%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>						
Dispatched and cancelled en route (611)	3	2.91%	\$0.00	\$0.00	\$0.00	0.00%
	<b>3</b>	<b>2.91%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>						
Smoke detector activation due to malfunction (733)	2	1.94%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	5	4.85%	\$0.00	\$0.00	\$0.00	0.00%
	<b>7</b>	<b>6.79%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Not Recorded</b>						
Not Recorded	1	0.97%	\$0.00	\$0.00	\$0.00	0.00%
	<b>1</b>	<b>0.97%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Total Incident Count:</b>	<b>103</b>			<b>Total Est. Loss:</b>	<b>\$0.00</b>	

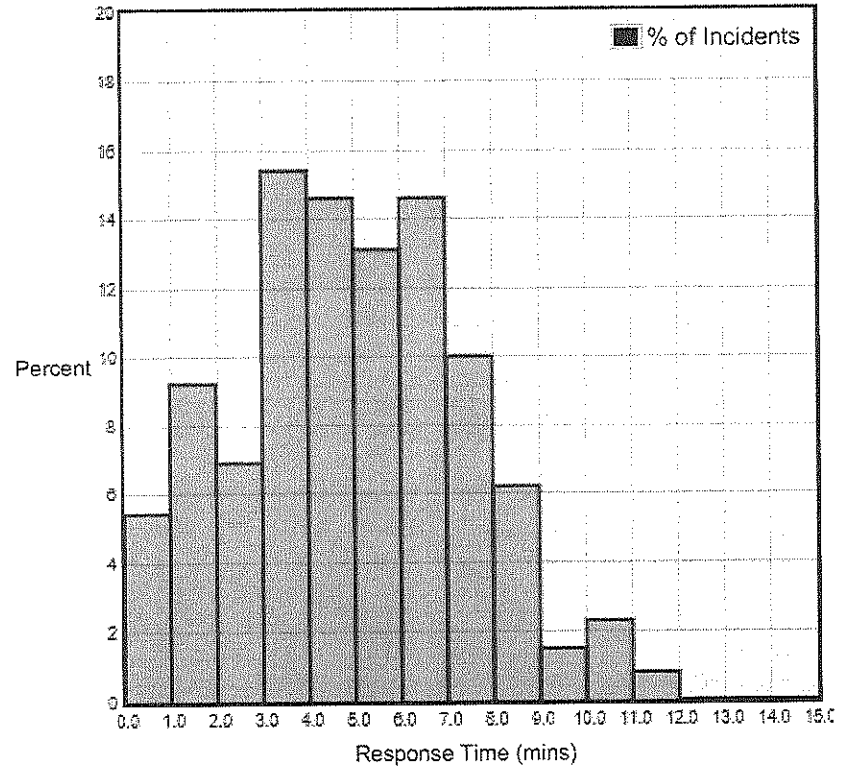
**Search Criteria**

**Dates** From 06/03/2018 To 06/09/2018 (mm/dd/yyyy)  
**Service** Harwich Fire Department  
**Staff** All  
**Apparatus** All  
**Station** All  
**Alarm Type** All  
**Zone/District** All

**Incident Response Time Analysis**

Date Range 06/03/2018 to 06/09/2018  
 Total # of Runs Fitting Criteria 130 runs  
 Average Response Time 4.5 mins  
 Service(s) Harwich Fire Department  
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	7	5.4%
1 mins	12	9.2%
2 mins	9	6.9%
3 mins	20	15.4%
4 mins	19	14.6%
5 mins	17	13.1%
6 mins	19	14.6%
7 mins	13	10%
8 mins	8	6.2%
9 mins	2	1.5%
10 mins	3	2.3%
11 mins	1	0.8%
12 mins	0	-
13 mins	0	-
14 mins	0	-
15 mins	0	-



 Report Description

[Back To Filters](#)

## **Ann Steidel**

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**From:** John Rendon  
**Sent:** Wednesday, June 13, 2018 12:01 PM  
**To:** Ann Steidel; Sandy Robinson  
**Cc:** William Neiser; Michelle Morris  
**Subject:** Harbormaster Department Weekly Report 3-9 Jun

### **Operations:**

- Investigated a report by a boater that they had struck a submerged object in the Round Cove Channel. Got underway on 77B and searched the bottom with a long pole and located a solid object believed to be a sunken dinghy. Unable to raise it with a boat hook; will need to return and dive on it to raise it.
- Responded aboard Marine 77 to a request by USCG Station Chatham to investigate a report of an unmanned and adrift rigid hull inflatable south of Monomoy Island. Located the boat and returned to Saquatucket (SAQ) with it.
- Underway on Marine 77 to support "Reel Hero's" fishing tournament; local harbormasters gathered at Bass River Buoy 2 to send off close to 50 participating boats with veterans on board for a day of fishing; CG Airsta Cape Cod conducted fly over.

### **Admin:**

- Requested carryover of FY18 balances for Dredging and Round Cove Ramp Articles.
- Requested for all PO's to be carried over to FY19 for Capital Projects and Barnstable County Dredge.
- Notified Accounting that PO #23 was fully liquidated in FY18.
- Provided Accounting with CO #2 for BTT Marine to update PO #2.
- Submitted final FY18 reimbursement request for CVA Grant.
- Set up account, ordered Buoy hardware and reflective tape from Gilman Corp.
- Submitted signed Seaport Landside Grant to Accounting.

### **Meetings:**

- Meeting with Harwich FD and PD, Chatham PD, Wequassett Inn Management, and a representative of the fireworks company that will be doing a fireworks show on July 3&4. Discussed logistics, safety, and the need for details by the Harbormaster, Fire and Police Departments.
- Met with IT Director and TelCom rep (BTT Marine subcontractor) to go over installation details for the wireless internet system at SAQ Marina.
- Met with TA, Conservation Agent and MA Audubon Director to discuss bird monitoring responsibilities/operations during dredge nourishment and active plover activity.
- Union negotiations with TA and Asst TA.
- Met with CG Sector SE New England Commander and staff, Barnstable County Sheriff's dispatch personnel, Hyannis Fire Chief, State Police and MEP rep, and Chatham Harbormaster to discuss Cape Cod Maritime Response System notification procedures.
- Met with reps from Eversource, Verizon and Eastward Co. to finalize install of power for SAQ Landside operations... separate power utility from the marina.
- Provided presentation to the Monomoy Yacht Club at the Chatham Community Center on update of Harwich waterways and facilities.

### **Maintenance:**

- Prepared 2 new channel buoys for SAQ to be set to mark the east side of the channel near the new docks.
- Backflows tested for East/West pits at Saquatucket Harbor.
- Routine harbor facility maintenance.

**John C. Rendon**



## Health Director Weekly Report Week ending June 16, 2018

Projects-

Attended the monthly meeting of the Board of Health. Groundwater Protection Regulations were approved as amended. Discussion regarding Code Compliance and Health involvement took place-BOH members do not want to stretch staff too thin.

Responded to the Fourth Quarter Emergency Operations Drill.

Drafted a letter for the Wastewater Support Committee to send to Phase II residents.

Staff developed a "Rat Brochure" we have been getting an influx of rodent complaints and this brochure should be helpful to residents. It outlines prevention and recognition of an infestation.

<p><u>REAL ESTATE TRANSFER INSPECTION REPORTS</u>          1 Johnson's Landing          15 Nehoiden Road          790 Queen Anne Road          4 Novotny Lane          3 Fourth Street</p>	<p><u>FOOD INSPECTIONS</u>          Salt Block Food Truck (Pre-Opening)          Monopati's (Farmers Market)          Fiona's Scottish Scones (Farmers Market)          Elixir Confections (Farmers Market)          Sweet Daisy's (Farmers Market)          Harwich Athletic Association          A&amp;W Restaurant          Follow up Hot Stove          Dr. Cavity's          Inn on the Beach (penny)          Cape Life Gifts          Christ Church Episcopal (penny)          Royal at Harwich Village (penny)          Cove Clubhouse (penny)</p>
<p><u>SEPTIC SYSTEM PERMITS</u>          6 Crocker Rise Rd.          25 Grey Neck Rd.          27 Sandpiper Rd.          45 Lake View Dr.          18 Hall Ave.          127 Depot Rd.</p>	<p><u>CERTIFICATES OF COMPLIANCE</u>          88 Main Street          9 Herring Run Road          675 Route 28          96 Queen Anne Road</p>
<p><u>FINAL SEPTIC INSPECTIONS</u>          13 Deer Meadow Rd.          49 Glenwood Dr.          22 Ryder Rd.          10 Lake Street          49 Glenwood Drive          715 Route 28 (x3)</p>	<p><u>BUILDING PERMIT REVIEWS</u>          6 Crocker Rise          21 Indian Trail          556 Depot St.          77 Pleasant Rd.          14 Walker Woods Dr.          527 Long Pond Rd.          177 Forest St.</p>
<p><u>COMPLAINT INSPECTIONS</u>          3 Fish &amp; Game Dr. (Rats)          177A Main St. (Mold)          5 Sterling Road – case closed          17 Bay Road – violation notice          8 Skippers Drive- non-violation notice sent          908 Queen Anne Road- large clean-up, case closed</p>	<p><u>CONSULTATIONS</u>          Met with Sharon and Noreen regarding the wastewater Phase II letter to mail to residents.           74 Sisson Road-decommissioned bathroom          87 Capt. Bearse-walk through post construction</p>
<p><u>POOL INSPECTIONS</u>          Wychmere Beach Club(3 pools)</p>	<p><u>INTERDEPARTMENTAL REFERRALS</u>          3 planning board referrals</p>

Meggan Eldredge

## Health Director Weekly Report Week ending June 9, 2018

Projects-

Attended the Wastewater Support Committee meeting. Drafted a letter that will be sent to property owners in Phase II alerting them of what they need to plan for. The wastewater support committee would like this letter to address the timeline and contacts for key staff that can assist with the process.

Our MDPH intern began here project this week. She has come up with some great ideas for healthy living initiatives. She would like to engage farmers market vendors to start taking SNAP cards for low income families to access healthy fresh food. She would like to start a weekly blog/social media posting to share healthy recipes, recreation opportunities and tips to prevent chronic illness. She would also like to attend the town nurse's weekly walk in clinic and provide helpful information on healthy living.

The Barnstable County Summer Sanitarian began this week. She will assist with food service and swimming pool inspections.

<p><b><u>REAL ESTATE TRANSFER INSPECTION REPORTS</u></b>  <b>767 Route 28, Wychmere Condos, system 2</b>  <b>509 Long Pond Drive</b>  <b>57 Schooner Drive</b>  <b>18 Charles Road</b>  <b>21 Indian Trail</b></p>	<p><b><u>FOOD INSPECTIONS</u></b>  <b>Villa Roma</b>  <b>Hot Stove @ Cranberry</b>  <b>Ruggies</b>  <b>Seven-eleven</b>  <b>Harwich Port Dairy Queen (Penny)</b>  <b>Schoolhouse Ice Cream (Penny)</b>  <b>Harwich Elementary School</b>  <b>Pleasant Lake Farm</b></p>
<p><b><u>SEPTIC SYSTEM PERMITS</u></b>  <b>22 Ryder Rd.</b>  <b>159 Pleasant Lake Ave.</b>  <b>6 Crocker Rise</b>  <b>49 Glenwood Dr.</b>  <b>15 Channel Hill Rd.</b>  <b>13 Deer Meadow</b></p>	<p><b><u>POOLS</u></b>  <b>Wychmere village condo</b></p>
<p><b><u>FINAL SEPTIC INSPECTIONS</u></b>  <b>88 Main Street Extension</b>  <b>632 Route 28</b>  <b>10 Sandy Shore Way</b>  <b>13 Deer Meadow Rd.</b>  <b>675 Route 28</b>  <b>129 Route 28</b>  <b>23 Route 137</b></p>	<p><b><u>BUILDING PERMIT REVIEWS</u></b>  <b>18 Indigo Ln.</b>  <b>15 Ships Haven Rd.</b>  <b>28 Scotlin Dr.</b>  <b>15 Channel Hill Rd.</b>  <b>6 Crocker Rise</b>  <b>11 Vineyard Ln.</b>  <b>7 Old Treasure Way</b></p>
<p><b><u>COMPLAINT INSPECTIONS</u></b>  <b>Jake Rooneys-odor in bathrm- case closed</b>  <b>908 Queen Anne- site visit</b>  <b>5 Sterling Road- site visit no one home</b>  <b>17 Bay Road- piles of stuff, no one home</b></p>	<p><b><u>CONSULTATIONS/OTHER</u></b>  <b>611 Route 28-bedroom count</b>  <b>Belmont Condos TH 23 and TH8-bedroom counts</b>  <b>Dave Clark-septic plan questions</b>  <b>Jim from Harwich Inn and Tavern-license questions</b></p>

*Meggan Eldredge*

## Ann Steidel

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**From:** Heinz Proft  
**Sent:** Tuesday, June 19, 2018 12:00 PM  
**To:** Ann Steidel; Sandy Robinson  
**Subject:** Natural Resources Weekly report of 06/20/18

Natural Resources Weekly report 06/20/2018

- \* Shellfish patrols completed on Open Days – WED and SUN are open days now. Over 250 Shellfish permits have been sold YTD.
- \* Assisted with water sampling training for volunteers of the Pleasant Bay Alliance program.
- \* Herring count with electronic counter >882,000 fish have passed – that already exceeds both the 2016 and 2017 totals. Mass. DMF has now removed electronic counter for the season.
- \* Shellfish lab seed has arrived. (More to come) – Shellfish lab running well, need to replace back up water pump – it was ordered – should arrive this week.
- \* Continued work on setting up 2018 water sampling kits.
- \* Hinckley's Pond benthic samples for Alum RFP scheduled for June 19<sup>th</sup>.
- \* Contacted UMASS Dartmouth, SMAST. Bottles will be delivered in time for July 3<sup>rd</sup> sampling date.
- \* Conducted Center for Coastal Studies CEC's – contaminants of emerging concern water sampling.  
3 of 10 completed.

Heinz Proft  
*Nat. Resources Director*

## Ann Steidel

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**From:** Heinz Proft  
**Sent:** Wednesday, June 13, 2018 1:19 PM  
**To:** Ann Steidel; Sandy Robinson  
**Subject:** FW: Natural Resources Weekly report of 06/13/18

### Natural Resources Weekly report 06/13/2018

- \* Shellfish patrols completed on Open Days – WED and SUN are open days now. Over 240 Shellfish permits have been sold YTD.
- \* Monthly meeting with Shellfish wardens – set patrol schedule.
- \* Herring count with electronic counter >880,000 fish have passed – that already exceeds both the 2016 and 2017 totals. Run almost over.
- \* World Oceans day celebrations – Shellfish lab tours given on Friday 6/8 and Saturday 6/9.
- \* Began putting together 2018 water sampling kits.
- \* Secured sampling boat for June 19<sup>th</sup>/20<sup>th</sup> Hinckleys pond benthic sampling.
- \* Shellfish lab interns selected for 2018 aquaculture internship program starting first week of July.
- \* Shellfish lab water pumps and hoses installed. Needed to use back up pump and new “back up” pump was ordered.
- \* Continue to reach out to 2018 water sampling volunteers for Harwich water quality program and the Pleasant Bay Alliance program.

Heinz Proft  
*Nat. Resources Director*



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541

Fax 508-432-2530



**DAVID J. GUILLEMETTE**  
Chief of Police

**THOMAS A. GAGNON**  
Deputy Chief

## WEEKLY ACTIVITY REPORT FOR WEEK OF 6/10/18 THROUGH 6/16/18

### PATROL

- 310 Calls and patrol-initiated activity logged
  - 8 Arrests
  
- 20 motor vehicle stops resulting in:
  - 13 Verbal warnings
  - 7 Written warnings
  
- 12 Motor vehicle accidents investigated

### COMMUNITY POLICING

- Lt. Considine attended the Special Olympics Cape Cod School Day Games and assisted with presenting medals to participants
- Officer Larivee and Officer Clarke attended field day at Harwich Elementary
- Lt. Considine attended a welcome dinner for J-1 students and spoke on bike safety and police assistance

### ADMINISTRATION

- Chief attended graduation of basic SWAT school. 12 new members of the regional team, including two Harwich officers, graduated.



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541 Fax 508-432-2530



**DAVID J. GUILLEMETTE**  
Chief of Police

**THOMAS A. GAGNON**  
Deputy Chief

## WEEKLY ACTIVITY REPORT FOR WEEK OF 6/3/18 THROUGH 6/9/18

### PATROL

- 319 Calls and patrol-initiated activity logged
  - 6 Arrests
  - 1 Protective Custody – Alcohol
  - 2 Drug Overdoses – non-fatal / narcan deployed in both
  
- 24 motor vehicle stops resulting in:
  - 19 Verbal warnings
  - 2 Written warnings
  - 2 Investigations
  - 1 Arrest
  
- 10 Motor vehicle accidents investigated

### COMMUNITY POLICING

- Lt. Considine attended the Special Olympics Cruiser Convoy to Harvard University
- Officer Larivee visited the Holy Trinity Pre-K class and spoke on stranger danger and being safe

### ADMINISTRATION

- Chief attended Southeast Region Homeland Security Advisory Council meeting
- Written promotional exam administered for rank of Sergeant



## TOWN OF HARWICH

### OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645  
TEL: 508-430-7501 FAX: 508-430-7504

Amy Bullock  
Treasurer / Collector

Nancy Knepper  
Assistant Treasurer/Collector

### Weekly Report to the Board of Selectmen

Week ending June 16, 2018

Along with our regular weekly duties and responsibilities, which include but are not limited to processing payroll, receiving, reporting and depositing tax/water payments and departmental receipts, processing accounts payable checks, assisting Taxpayers and Employees with any requests and other various customer service, the following took place:

#### Weekly collections 6/10-6/16

	FY 2018	FY 2017
Tax/Water Collections:	\$94,082.90	\$80,957.17
Departmental turnovers:	\$358,906.99	\$453,060.13
Total:	\$452,989.89	\$534,017.30

#### Weekly Disbursements 6/10-6/16

	FY 2018	FY 2017
Accounts Payable	\$127,091.80	\$228,750.78
Payroll	\$339,270.08	\$314,425.00
Total:	\$466,361.88	\$543,175.78

Respectfully submitted,

Amy Bullock, Treasurer/Collector



## TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

TEL: 508-430-7501 FAX: 508-430-7504

Amy Bullock  
Treasurer / Collector

Nancy Knepper  
Assistant Treasurer/Collector

### Weekly Report to the Board of Selectmen

Week ending June 9, 2018

Along with our regular weekly duties and responsibilities, which include but are not limited to processing payroll, receiving, reporting and depositing tax/water payments and departmental receipts, processing accounts payable checks, assisting Taxpayers and Employees with any requests and other various customer service, the following took place:

- Customer service orientation for sticker sellers, two returning from last year and two new
- Review of sticker sales procedure with Cyndi at the Chamber of Commerce

#### Weekly collections 6/3-6/9

	FY 2018	FY 2017
Tax/Water Collections:	\$80,417.59	\$95,399.39
Departmental turnovers:	\$569,536.17	\$229,845.85
Total:	\$649,953.76	\$325,245.24

#### Weekly Disbursements 6/3-6/9

	FY 2018	FY 2017
Accounts Payable	\$2,127,284.68	\$170,466.03
Payroll	\$490,107.15	\$451,405.86
Total:	\$2,617,391.83	\$621,871.89

Respectfully submitted,

Amy Bullock, Treasurer/Collector





# Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

## For Week Ending: June 9, 2018

Please see the following highlights from the previous week:

- Convert Fluorescent lamps to LED @ 196 Chatham Rd office
- Complete Well 6 hatch replacement
- Replace Telephone service @ Station 5- Trench & install conduit
- Renew water service @ 1559 Route 124, 21 Holmer Rd, & 27 Sea Street
- Reground electrical services @ Earl Rd & Kendrick Rd.
- Repair vehicle gate @ Station 4
- Backwash filters @ Bruce Cahoon Water Treatment Plant
- Calibrate Cl2 analyzers
- Replace box @ Saquatucket Harbor
- Relocate flushing signs
- Conduct medical alarm testing & High pH/CL2 alarms/plant shutdown alarms
- Continue distribution system flushing
- Department grounds maintenance
- 6/5/18- Attend Wastewater Support Committee meeting
- 6/7/18-Attend PeopleGIS voice broadcast/work order training
- Develop maps for conservation land purchases for MassDEP WMA permit mitigation credits

### Ongoing/Upcoming Items:

- National Grid Crossover project bid preparation
- PeopleGIS Map Manager Training 6/7/18
- Union Negotiations 6/14/18
- BOWC Meeting 6/19/18 8:30am
- Building Maintenance @ Station 3
- Wireless Communications RFP prep
- Hydrant Flushing Continues

### Quick Stats

<b>18</b>	<b>+0.79%</b>	<b>+11.16%</b>
*Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

\*Off-season bacteria sampling is reduced to the first and last week of each month

### Activities Last Week

Confirm Read	1	Markouts	8
Final Read	20	Meter Replacement	7
Hydrant Meter Set	1	Meter Installation <i>new</i>	1
Leak at Meter	1	Service Repair/Site Visit	6
Leak Investigation	2	Water Service Installation	2
Leave Shut Off Card	18		

### Activities Statistics

	<u>2017</u>	<u>2018WTD</u>	<u>2018YTD</u>
Curb Stop Repair/Renewals	5	0	1
Final Read for Property Transfer	394	20	142
Frozen Water Meter/Services	2	0	25
Hydrant Maintenance/Repairs	1	0	0
Hydrant Installation/Replacement	2	0	3
Markouts	365	8	184
Meter Replacement	461	7	105
Meter Installation <i>new accounts</i>	39	1	14
Seasonal Turn On/Off	1126	0	575
Water Main Repairs	5	0	2
Water Service Installation <i>new</i>	40	2	9
Water Service Renewal	47	0	6
Service Repair/Site Visit <i>general</i>	194	29	186



# Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

## For Week Ending: June 16, 2018

Please see the following highlights from the previous week:

- Station 5 & 10 Generator maintenance- Replace monitor card & water pump
- Mill down PVC clapboard for roof Hatch @ Station 3
- Install 4 corp-to-curb water service crossovers on Earl Rd
- Replace hydrant that was struck on Bank Street
- Install new water service @ 41 Archibald Circle
- Cut & Cap water service on Route 28
- Calibrate Chlorine analyzers @ T3 & T11
- Backwash filters @ Bruce Cahoon Water Treatment Plant & Station 10 Treatment Plant
- Receive Potassium Hydroxide delivery – 5 locations
- Department grounds maintenance
- 6/13/18 – Attend PeopleGIS map manager training
- Develop maps for conservation land purchases for MassDEP WMA permit mitigation credits
- Attend Union Negotiations
- Attend CSL License renewal training

### Ongoing/Upcoming Items:

- National Grid Crossover project bid preparation
- Union Negotiations 6/14/18
- BOWC Meeting 6/19/18 8:30am
- Building Maintenance @ Station 3
- Wireless Communications RFP prep
- Hydrant Flushing Continues

### Quick Stats

20	+28.77%	+11.19%
*Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

\*Off-season bacteria sampling is reduced to the first and last week of each month

### Activities Last Week

Demo/Remove All	1	Meter Replacement	23
Final Read	9	Meter Head Replacement	7
Flush Service	1	Service Repair/Site Visit	4
Hydrant Replacement	1	Troubleshoot	3
Leak Investigation/Repair	3	Turn Off/Non-Payment	6
Leave Shut Off Notice	11	Turn On Service/Fire Svc.	7
Markouts	12	Water Service Renewal	1

### Activities Statistics

	2017	2018WTD	2018YTD
Curb Stop Repair/Renewals	5	0	1
Final Read for Property Transfer	394	9	151
Frozen Water Meter/Services	2	0	25
Hydrant Maintenance/Repairs	1	0	1
Hydrant Installation/Replacement	2	1	3
Markouts	365	12	196
Meter Replacement	461	23	128
Meter Installation <i>new accounts</i>	39	0	14
Seasonal Turn On/Off	1126	0	575
Water Main Repairs	5	0	2
Water Service Installation <i>new</i>	40	0	9
Water Service Renewal	47	1	7
Service Repair/Site Visit <i>general</i>	194	48	234



# Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

## For Week Ending: June 2, 2018

Please see the following highlights from the previous week:

- Celebrated Memorial Day Holiday, Monday May 28, 2018
- Water main break 5/31/18 @ 196 Chatham Rd. - 10" Cap blew off, Shut down Station T1, T2, and Bruce Cahoon Treatment Plant to make repair & return to service.
- Water main break 6/1/18 on Woodland Rd. – Broken collar
- Repair Handicap door @ 196 Chatham Rd. office
- South Shore Generator on site to perform maintenance
- Wire 110v heater in SCADA panel @ Rt. 39 tank
- Verify Static/Pumping water levels & flow rate at wells 1, 2, 3, & 11
- Backwash filters @ Bruce Cahoon Water Treatment Plant & Well 10 Treatment Plant
- Repair sump pump @ station T-2
- Calibrate Cl2 analyzer @ Station 10
- Seasonal staff painting hydrants
- 5 Corp-Curb stop service renewals on Earl Rd.
- Continue distribution system flushing
- Repair Cl2 leak @ Station T-3
- 5/29/18 Harwich Emergency Management Table Top Exercise
- 5/30/18 Board of Water Commissioners meeting
- IAMAW Union Negotiation

### Ongoing/Upcoming Items:

- National Grid Crossover project bid preparation
- PeopleGIS Work Order Training
- Union Negotiations 6/14/18
- Wireless Communications RFP prep
- Hydrant Flushing Continues

### Quick Stats

0	+27.95%	+9.20%
*Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

\*Off-season bacteria sampling is reduced to the first and last week of each month

### Activities Last Week

Final Read	7	Service Repair	4
Leak Investigation	1	Site Visit	1
Markouts	11	Troubleshoot	1
Meter Replacement	7	Turn on Service	1

### Activities Statistics

	<u>2017</u>	<u>2018WTD</u>	<u>2018YTD</u>
Curb Stop Repair/Renewals	5	0	1
Final Read for Property Transfer	394	7	115
Frozen Water Meter/Services	2	0	25
Hydrant Maintenance/Repairs	1	0	0
Hydrant Installation/Replacement	2	0	3
Markouts	365	11	165
Meter Replacement	461	7	91
Meter Installation <i>new accounts</i>	39	0	13
Seasonal Turn On/Off	1126	0	575
Water Main Repairs	5	0	2
Water Service Installation <i>new</i>	40	0	7
Water Service Renewal	47	0	6
Service Repair/Site Visit <i>general</i>	194	9	148



Sheila House, MS, LMHC  
Town of Harwich • 728 Main Street  
Harwich, MA 02645

**WEEKLY REPORT-Board of Selectmen Sheila House, LMHC June 20, 2018**

- Current caseload of 17 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed.
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators)
- Yoga-thon fundraiser. The yoga-thon will take place on Saturday June 23<sup>rd</sup> from 11:30-1:30 at the high school. Proceeds will go to the **RECOVERYBuild** initiative created by Duffy Health Centers and Behavioral Health Innovators. Go to <http://www.bhinnov.org/work.html#recovery> to find out more about this amazing program.
- Starting Friday July 6<sup>th</sup>, there will be 6 dances each Friday from 7-9 p.m. These dances are open to incoming 7<sup>th</sup> and 8<sup>th</sup> graders from the towns of Harwich and Chatham and will provide a safe place for tweens to hang out. The \$5 admission will benefit the Harwich Children's Fund/Friends of Harwich Youth.
- Harwich Children's Fund will have a table at home Tuesday Mariner's games, as well as Harwich Port Strolls on 7/11, 7/25, 8/8 and 8/22
- Harwich Youth Services Committee is losing 2 valued members at the end of June, Julia Eldredge and Brooke Canada. If you know of anyone interested in working with HYSC, which collaborates with other town and regional agencies to promote a healthy lifestyle for teens, have them fill out a town volunteer form or call me if they have any questions.

<http://www.capecodtoday.com/article/2018/06/16/240221-Yogis-United-Support-RecoveryBUILD>

Great article by actor Wil Wheaton about depression and anxiety:

<https://medium.com/@wilw/my-name-is-wil-wheaton-i-live-with-chronic-depression-and-generalized-anxiety-i-am-not-ashamed-8f693f9c0af1>

Best,

*Sheila* 😊